

Administrative Directive Title: Employee Evaluations	AD Number: 5.109.1	Adopted: February 2023 Former Descriptor: PER26
Policy References: Board Policy 5.109 - Evaluation	Revised: 11/24	

1 **CLASSIFIED PERSONNEL**

2 Each department supervisor shall be responsible for drafting an evaluation instrument to be used for the
 3 evaluation of classified personnel within their department. The Director of Human Resources and
 4 Educator Effectiveness shall be responsible for approving an evaluation instrument for each department
 5 prior to use. The Director of Human Resources and Educator Effectiveness shall create guidelines to
 6 oversee the implementation of these evaluations and create a process to remedy any inconsistencies.

7 **LICENSED CERTIFIED PERSONNEL**

8 For the evaluation of performance of all licensed teaching personnel, the school district shall utilize the
 9 approved evaluation system adopted by the State Board of Education. The Director of Human Resources
 10 and Educator Effectiveness shall be responsible of ensuring that the model is implemented throughout
 11 the school district and shall create guidelines to oversee the implementation of evaluations and create a
 12 process to remedy any inconsistencies.

13 Information shall be provided to all licensed teaching personnel regarding the nature of the evaluation
 14 and the grievance procedures prescribed by the State Board of Education. Evaluated licensed teaching
 15 personnel and school administrators will only be able to challenge the accuracy of the data used in the
 16 evaluation and the adherence to the evaluation policies adopted by the State Board of Education as well
 17 as the *Local-Level Grievance Protocol* published by the State Department of Education.

18 *Local Level Grievance Procedure*

19 For the purposes of this administrative directive, the following definitions shall apply:

- 20 1. *Evaluator* – The evaluator, as trained and certified by the Tennessee Department of Education, is
 21 the immediate supervisor of the grievant. In most cases, the evaluator is the lead site administrator,
 22 i.e. principal. For system-wide employees, the evaluator is the appropriate system-wide
 23 administrator who is the immediate supervisor of the grievant.
- 24 2. *Grievant*- the certified employee who is filing the local level grievance pursuant to Board Policy
 25 5.109 and this administrative directive.
- 26 3. *Observer* - Observers, as trained and certified by the Tennessee Department of Education, conduct
 27 classroom observations as a component of the evaluation process.

28 Certified personnel may challenge the following, relative to their evaluation:

- 29 1. Review of the accuracy of the data, including (1) the calculation of the qualitative score to ensure
 30 correct procedures were followed, and/or (2) student scores used as part of the quantitative
 31 portion to ensure they were correctly assigned to the educator; or

32 2. Adherence to the procedural evaluation policies adopted by the State Board of Education.

33 Minor procedural errors in implementing the evaluation model shall be resolved at the lowest possible
34 administrative level in the grievance process, but shall not constitute grounds for challenging the final
35 results of an evaluation. Minor procedural errors are defined as errors that do not materially affect or
36 compromise the integrity of the evaluation results. Grievances may be filed at the end of each of the
37 three (3) components of the evaluation model: qualitative appraisal; student growth measures; and other
38 measures of student achievement.

39 *Step 1: Grievance Filed with Evaluator*

40 A written grievance must be submitted to the Evaluator and the Director of Human Resources within
41 fifteen (15) days of receipt of the result of the component being grieved. Should the fifteenth (15th) day
42 fall on a weekend or holiday, the deadline for submission will be the next business day. Grievance forms
43 are available on cityschools.net and in the Human Resources Department, however grievances may be
44 submitted in other written formats as long as the following components are included:

- 45 1. Educator's name, position, school/assignment, and additional title (if applicable)
- 46 2. Name of educator's immediate supervisor
- 47 3. Name of evaluator
- 48 4. Date that the component being grieved was received by Grievant
- 49 5. Evaluation period in question
- 50 6. Basis for the grievance, which must include an allegation of inaccurate data used in the evaluation
51 or a failure to follow correct evaluation procedures under State Board Rule 0520-02-01-.18 and
52 State Board Policy 5.201
- 53 7. Corrective action requested by the Grievant
- 54 8. Sufficient facts or other information to begin an investigation

55 Failure to state specific facts as the basis for the grievance shall result in the grievance being considered
56 improperly filed and invalid.

57 After receiving the grievance, the Evaluator shall:

- 58 1. Examine the documentation presented by the Grievant and such other documentation that may
59 be relevant to the grievance and available
- 60 2. If necessary, contact Observers and other relevant parties to gather additional information.
- 61 3. Communicate a written decision to the Grievant, including the results of the investigation, within
62 fifteen (15) days of receipt of the grievance
- 63 4. At the Evaluator's discretion, correct any procedural errors made during the evaluation process

64 If a grievance is resolved at Step I and requires a change to an educator's evaluation score, the grievance
65 resolution shall be submitted to the State Department of Education for final approval and action.

66 *Step 2: Appeal to Director of Schools*

67 If the decision of the Evaluator is unsatisfactory, the grievance decision may be appealed to the Director
68 of Schools within fifteen (15) days of receipt of the decision from the Evaluator. Should the fifteenth
69 (15th) day fall on a weekend or holiday, the deadline for submission will be the next business day.
70 Following receipt of an appeal, the Director of Schools may either:

- 71 1. Hold an informal meeting with the Grievant; or
- 72 2. Hold a formal hearing of facts, allegations, and testimony by appropriate witnesses as soon as
73 practicable.

74 An attorney or a representative of an educator may speak on behalf of the educator during the informal
75 discussion or hearing but is not required. The Director of Schools will communicate a written decision
76 to the Grievant, including the results of the investigation and findings of fact, within fifteen (15) days of
77 the informal discussion with the Grievant or hearing of facts. The Director of Schools may, based on the
78 circumstances, take any action necessary to immediately correct any procedural errors made in the
79 evaluation process. If a grievance is resolved at Step II and requires a change to an educator's evaluation
80 score, the grievance resolution shall be submitted to the State Department of Education for final approval
81 and action.

82 *Step 3: Request for Hearing before Murfreesboro City Schools Board of Education*

83 If the decision of the Director of Schools is unsatisfactory to the Grievant, the Grievant may appeal the
84 Step 2 decision and submit a written request for a hearing in front of the Board within fifteen (15) days
85 of receipt of the decision of the Director of Schools.

86 Upon receipt of an appeal, the Board of Education may grant a request for a full hearing or, if the Board
87 denies a request for a full hearing, the Board may affirm or overturn the decision of the Director of
88 Schools without a hearing by basing the decision upon the record from the previous grievance steps.

89 Any hearing granted by the Board shall be held no later than thirty (30) days after receipt of a Step III
90 appeal and request for a hearing. The Board shall give written notice of the time and place of any hearing
91 to the educator, Director of Schools, and all administrators involved. An attorney may represent the
92 Grievant before Board. The Grievant and the Board may have counsel present at discussions prior to the
93 final step. The decision of the Board shall be communicated in writing to all parties, no later than thirty
94 (30) days after conclusion of the hearing.

95 If a grievance is resolved at Step III and requires a change to an educator's evaluation score, the grievance
96 shall be submitted to the State Department of Education for final approval and action.

97 The decision of the Board shall serve as the final step of all local-level grievances to resolve issues of
98 the evaluation process.



Evaluation Grievance Form – Step I

To submit a grievance for the Evaluation process, please complete the following form and submit to your evaluator and the Human Resources Director at maria.johnson@cityschools.net. Written grievances must be submitted to the evaluator no later than 15 calendar days from the date of the result of the component being grieved. Please refer to Board Policy 5.109 and Administrative Directive 5.109.1 for information related to this form.

Grievances may be filed for either or both of the following reasons. Please check the applicable reason(s):

- Adherence to the evaluation process and policies adopted by the State Board of Education.
- Accuracy of data used in the evaluation (Student Growth Measures and/or Achievement Measures).

Grievant Name: _____

Educator License Number: _____ E-mail: _____

School/Position: _____

Evaluator Name: _____ Evaluation Period in Question: _____

Date Qualitative Rating Received: _____ Date Summative Rating Received: _____

Grievance: Identify the inaccurate data or describe the procedural error that occurred as part of your evaluation. How did this materially affect or compromise evaluation results? Please attach observation reports, data reports, and additional sheets or documentation as needed.

Corrective Action desired by Grievant as a result of this process:

Grievant Signature: _____

Date: _____



Evaluation Grievance Response Form - Step I

This form is to be completed by the Evaluator following receipt of a grievance. This form must be completed within 15 days of receipt of a grievance. Please return this completed form to the Grievant and the Director of Human Resources via e-mail at maria.johnson@cityschools.net. Please refer to Board Policy 5.109 and Administrative Directive 5.109.1 for information related to this form.

Grievant's Name: _____

Position: _____ **Date of Grievance Submission:** _____

Evaluator's Name: _____

Position: _____ **Date of Response:** _____

Grievance Summary: *(Provide a concise summary of the grievance as presented by the Grievant)*

Supporting Documentation and Evidence: *(List and attach any documents, records, or other evidence supporting the evaluator's response to the grievance. This can include performance evaluations, meeting notes, email communications, policy documents, etc.)*

Attempts at Resolution Prior to Grievance Filing: *(Provide a summary of any steps taken to resolve the issue(s) before the grievance was filed, including any informal meetings or communications with the Grievant.)*

Evaluator's Conclusion: After reviewing the grievance and relevant documentation, I find that:
[Summarize whether the grievance is substantiated, unsubstantiated, or partially substantiated and state why.]

Signature and Acknowledgment

I hereby affirm that the information provided in this response is true and accurate to the best of my knowledge.

Evaluator's Signature: _____ **Date:** _____



Evaluation Grievance Form – Step II

To submit appeal the response of the Evaluator, please complete the following form and submit to the Human Resources Director at maria.johnson@cityschools.net. Written appeals of the Step 1 decision must be submitted to the evaluator no later than 15 calendar days from the date of the result of the Evaluator’s response. Please refer to Board Policy 5.109 and Administrative Directive 5.109.1 for information related to this form.

Grievances may be filed for either or both of the following reasons. Please check the applicable reason(s):

- Adherence to the evaluation process and policies adopted by the State Board of Education.
- Accuracy of data used in the evaluation (Student Growth Measures and/or Achievement Measures).

Grievant's Name: _____

Position: _____ **Date of Step I Grievance Submission:** _____

Evaluator's Name: _____

Position: _____ **Date of Evaluator’s Response:** _____

Grounds for Appeal: *Please outline the specific grounds on which you are appealing the Evaluator’s response. Be as clear and detailed as possible, referencing any documentation or evidence that supports your appeal.*

Please attach any documentation or evidence that supports your appeal. This may include emails, meeting notes, policy references, or other materials.

Corrective Action desired by Grievant as a result of this process:

Grievant Signature: _____

Date: _____



Evaluation Grievance Response Form - Step II

This form is to be completed by the Director of Schools following receipt of a grievance. This form must be completed within 15 days of receipt of a grievance. Please return this completed form to the Grievant. Please refer to Board Policy 5.109 and Administrative Directive 5.109.1 for information related to this form.

Grievant's Name: _____

School: _____ **Position:** _____

Date of Initial Grievance Submission: _____ **Date of Grievance Appeal:** _____

Evaluator's Name: _____

Position: _____ **Date of Step I Response:** _____

Type of Meeting Held: Informal Formal Hearing **Date of Meeting/Hearing:** _____

Attendees Present: _____

Supporting Documentation and Evidence: *(List and attach any documents, records, or other evidence supporting the evaluator's response to the grievance. This can include performance evaluations, meeting notes, email communications, policy documents, etc.)*

Director's Conclusion: After reviewing the grievance, appeal request, and relevant documentation, I find that: *[Summarize whether the grievance is substantiated, unsubstantiated, or partially substantiated and state why.]*

Signature and Acknowledgment

I hereby affirm that the information provided in this response is true and accurate to the best of my knowledge.

Director's Signature: _____ **Date:** _____



Evaluation Grievance Form – Step III

To submit appeal the response of the Director of Schools and request a hearing in front of the Murfreeboro City Schools Board of Education, please complete the following form and submit to the Human Resources Director at maria.johnson@cityschools.net. Written appeals of the Step 2 decision must be submitted to the evaluator no later than 15 calendar days from the date of the result of the Evaluator’s response. Please refer to Board Policy 5.109 and Administrative Directive 5.109.1 for information related to this form.

Grievant Name: _____

Educator License Number: _____ **E-mail:** _____

School/Position: _____

Date of Step I Grievance Submission: _____

Date of Step II Grievance Submission: _____

Evaluator's Name: _____

Position: _____ **Date of Evaluator’s Response:** _____

Date of Director’s Review: _____ **Date of Director’s Decision:** _____

Grounds for Appeal: *Please outline the specific grounds on which you are appealing the Evaluator’s response. Be as clear and detailed as possible, referencing any documentation or evidence that supports your appeal.*

Please attach any documentation or evidence that supports your appeal. This may include emails, meeting notes, policy references, or other materials.

Corrective Action desired by Grievant as a result of this process:

Grievant Signature: _____ **Date:** _____

Please note that the Board has the discretion to grant a hearing before the Board or to make a decision based on the record presented. This appeal will be included on the next regularly scheduled Board meeting following receipt of this request.