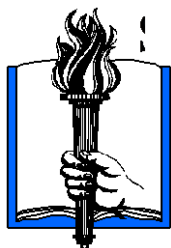


**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**



Descriptor Term: Local Level Grievance Procedures	Descriptor No: AD PER26	Effective Date: 2/21/23
Revised:		

Refer to Murfreesboro City Schools Board of Education Policy 5.109

Through this procedure, principals, teachers, and other school-based certified personnel may challenge the following, relative to their evaluation:¹

1. Accuracy of the data including the following:
 - a. The calculation of the qualitative score to ensure the correct procedures were followed; and
 - b. Student scores used as part of the quantitative portion to ensure they were correctly assigned to the educator.
2. Adherence to the evaluation policies adopted by the State Board of Education

Minor procedural errors in implementing the evaluation model shall be resolved at the lowest possible step in the grievance procedure but shall not constitute grounds for challenging the final results of an evaluation. Minor procedural errors shall be defined as errors that do not materially affect or compromise the integrity of the evaluation results.²

Definitions

Evaluator – The evaluator, as trained and certified by the Tennessee Department of Education, is the immediate supervisor of the grievant. In most cases, the evaluator is the lead site administrator, i.e. principal. For system-wide employees, the evaluator is the appropriate system-wide administrator who is the immediate supervisor of the grievant.

Observer – Observers, as trained and certified by the Tennessee Department of Education, conduct classroom observations as a component of the evaluation process.

Step I – Evaluator

1. A written grievance must be submitted to the Evaluator and to the Human Resources department to the attention of the Director of Human Resources based on the following timeline, otherwise it will be considered untimely and invalid:

Grievance Deadline: A grievance shall be filed no later than fifteen (15) days from the date educators receive the results for each component; otherwise, the grievance shall be considered untimely and invalid. Should the 15th day be on a weekend or holiday, the deadline will be the next business day.

Grievance forms will be provided on the district internet site (cityschools.net) and in the office of Human Resources. However, grievances may be submitted in other formats as long as all required components are included.

2. Required Components of Grievance:
 - a. Educator’s name, position, school/assignment, and additional title (if any)
 - b. Name of the educator’s immediate supervisor
 - c. Name of the evaluator/reviewer

- 42 d. Date the challenged evaluation data was received
- 43 e. Evaluation period in question
- 44 f. Basis for the grievance
- 45 g. Corrective action requested by the grievant
- 46 h. Sufficient facts or other information to begin an investigation
- 47
- 48 3. Failure to state specific reasons shall result in the grievance being considered improperly filed and invalid.
- 49
- 50 4. After receiving the grievance, the Evaluator shall:
- 51 a. Examine the documentation presented by the grievant and such other documentation as may be
- 52 relevant and available.
- 53 b. If necessary, contact observers and other relevant parties to gather additional information.
- 54 c. Communicate a decision, in writing, to the grievant, including the results of investigation, within
- 55 fifteen (15) days of receipt of the grievance.
- 56 d. At their discretion, correct any procedural errors made during the evaluation process.
- 57

58 Step II – Director of Schools or Designee

- 59 1. A written grievance must be appealed by the grievant to the Director of Schools or designee no later than
- 60 fifteen (15) days after notification of the decision rendered in Step I.
- 61 a. A designee may not be used if the grievant is an administrator.
- 62 b. A designee shall have had no input or involvement in the evaluation for which the grievance has
- 63 been filed.
- 64
- 65 2. The Director of Schools or designee will:
- 66 a. Hold an informal discussion with the grievant, or, if appropriate, hearing of facts, allegations, and
- 67 testimony by witnesses as soon as practical.
- 68 b. Allow an attorney or representative to speak on behalf of the employee.
- 69 c. Communicate, in writing, a decision to the grievant, including the results of investigation and
- 70 findings of fact, within fifteen (15) days of the informal discussion with the grievant or hearing of
- 71 facts.
- 72 d. Take any action necessary, based on the circumstances, to immediately correct any procedural
- 73 errors made in the evaluation process.
- 74

75 Step III – Local Board of Education

- 76 1. Educators may appeal the decision in Step II and request a hearing before the Board of Education by
- 77 submitting a written grievance and all relevant documentation to the Board of Education no later than
- 78 fifteen (15) days after the notification of the decision rendered in Step II.
- 79
- 80 2. The Board of Education, based on a review of the record, may:
- 81 a. Grant or deny a request for a full Board hearing, and-
- 82 b. Affirm or overturn the decision of the Director of Schools without a hearing.
- 83
- 84 3. If a hearing is granted, the Board will:
- 85 a. Hold such hearing no later than thirty (30) days after the receipt of a request for a hearing.
- 86 b. Allow an attorney to represent the grievant before the Board.
- 87 c. Give written notice of the time and place of the hearing to the grievant, the Director of Schools,
- 88 and all administrators involved.
- 89 d. Communicate its decision, in writing, to all parties no later than thirty (30) days after the
- 90 conclusion of the hearing.
- 91
- 92 4. All decisions shall be rendered within sixty (60) days of the receipt of the written grievance in Step III.
- 93
- 94 5. The Board of Education shall serve as the final step for all grievances.
- 95

96 If a grievance is resolved at any of the above Steps and requires a change to the grievant's evaluation score, the

97 grievance shall be submitted to the Tennessee Department of Education for final approval and action.

98

99 Legal References:

- 100 1. T.C.A. 49-1-302
- 101 2. Tennessee State Board of Education Policy 5.201: Teacher and Principal Evaluation Policy
- 102 3. Tennessee State Board of Education Rule 0520-02-01-.18
- 103 Board Related Policy: 5.109

MURFREESBORO CITY SCHOOLS

Evaluation Grievance Form – Step I

Please refer to Board Policy 5.109 for information related to this form. Must be submitted to Human Resources no later than fifteen (15) days after release of relevant evaluation data.

Send via mail, email to Maria.Johnson@cityschools.net or deliver to MCS Central Office.

Name of Grievant: _____

Teacher License Number: _____ **Email:** _____

School/Position: _____

Name of Evaluator: _____

Date Data Received: _____ **School Year:** _____

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?

(Attach observation reports, data reports, and additional sheets or documentation as needed.)

Corrective Action Request:

Signature of Grievant: _____ **Date:** _____

TO BE COMPLETED BY THE EVALUATOR

Date Received: _____ **Grievance Decision:** _____

Corrective Action Taken:

Signature of Evaluator: _____ **Date Grievant Notified:** _____

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Evaluation Grievance Form – Step II

Please refer to Board Policy 5.109 for information related to this form. Must be submitted to the Director of Schools no later than fifteen (15) days after notification of the decision made in Step I. Send via mail, email to Trey.Duke@cityschools.net or deliver to MCS Central Office.

Name of Grievant: _____

Teacher License Number: _____ **Email:** _____

School/Position: _____

Name of Evaluator: _____

Date Data Received: _____ **School Year:** _____

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?

(Attach observation reports, data reports, and additional sheets or documentation as needed.)

Corrective Action Request:

Signature of Grievant: _____ **Date:** _____

TO BE COMPLETED BY THE DIRECTOR OF SCHOOLS OR DESIGNEE

Date Received: _____ **Grievance Decision:** _____

Corrective Action Taken:

Signature of Director of Schools/Designee: _____

Date Grievant Notified: _____

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Evaluation Grievance Form – Step III

Please refer to Board Policy 5.109 for information related to this form. Must be submitted to the Murfreesboro City Schools Board of Education no later than fifteen (15) days after notification of the decision made in Step II. Send via mail, email to Trey.Duke@cityschools.net or deliver to MCS Central Office.

Name of Grievant: _____

Teacher License Number: _____ **Email:** _____

School/Position: _____

Name of Evaluator: _____

Date Data Received: _____ **School Year:** _____

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?

(Attach observation reports, data reports, and additional sheets or documentation as needed.)

Corrective Action Request:

Signature of Grievant: _____ **Date:** _____

TO BE COMPLETED BY THE BOARD OF EDUCATION

Date Received: _____ **Grievance Decision:** _____

Corrective Action Taken:

Signature of Board Chair: _____

Date Grievant Notified: _____