

1 Joint School District No. 2, Meridian
2 Meridian Technical Charter High School, Inc. has adopted West Ada's (Joint School District No. 2) policy.
3 STAFF PERSONNEL
4

5 Series 400
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7 Policy Title: Certificated Personnel Problem Solving Mechanism Code No. 401.16
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9 The Board of Trustees acknowledges that it is most desirable for a certificated, non-
10 administrative employee and the appropriate supervisor/administrator to resolve
11 problems through free and informal communication prior to initiating the problem solving
12 mechanism.
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14 The purpose of this mechanism is to secure equitable solutions to the problems which may,
15 from time to time, arise and cannot be resolved informally. Both parties agree that these
16 proceedings will be kept as informal and confidential as may be appropriate at any level of
17 the procedure.
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19 DEFINITIONS
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21 A ***grievance*** shall be defined as a written allegation of a violation of the Master Agreement
22 or a violation of current Board approved written district policy. A certificated employee
23 may not grieve a written evaluation.
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25 A ***day***, as used in this problem solving mechanism for certificated employees, shall be
26 defined as any day school is in session within the regular school year as shown on the
27 official school calendar. If the grievance extends beyond the regular school year, a ***day***
28 means any day, Monday through Friday, exclusive of holidays.
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30 GUIDELINES
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32 If a certificated employee chooses to file a grievance, said employee shall present the
33 grievance in writing to his or her Region Director. This must be completed within six (6)
34 working days of the personnel action giving rise to the grievance or no grievance will be
35 processed in accordance with this policy. A written grievance shall meet the following
36 specifications:
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- 38 A. It shall be specific.
- 39 B. It shall contain a synopsis of the facts giving rise to the violation of the Master
40 Agreement or current Board approved written district policy.
- 41 C. It shall contain the specific section of the Master Agreement or current Board
42 approved written district policy which has allegedly been violated.
- 43 D. It shall state the relief requested.
- 44 E. It shall contain the date of the alleged violation.
- 45 F. It shall be signed by the certificated employee filing the grievance.
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47 The Region Director shall review the written grievance with the immediate supervisor and
48 schedule a meeting with the certificated employee filing a grievance within five (5) working
49 days of receipt of the written grievance to provide a verbal and written response.
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51 If the certificated employee is not satisfied with the response of the Region Director or if
52 there is no response within the timelines, the employee may appeal the grievance to the
53 District's Human Resources Director or designee. This must be done within five (5)
54 working days of the meeting to provide a verbal and written response or within five (5)
55 working days from the date the Region Director last had to respond if the certificated
56 employee received no verbal or written response. Failure to meet this time limitation will
57 result in the conclusion of the processing of the grievance and no further action will be
58 taken.

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60 Within six (6) working days of an appeal, the Human Resources Director or designee shall
61 communicate with the certificated employee and shall provide a written response to the
62 certificated employee. The decision of the Human Resources Director shall be the final and
63 conclusive resolution of the grievance.

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65 REPRESENTATION

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67 A certificated employee filing a grievance shall be entitled to a representative of the
68 employee's choice at each step of the grievance procedure. The immediate supervisor,
69 Region Director, or Human Resources Director or designee shall also be entitled to a
70 representative at each step of the problem solving mechanism.

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72 TIMELINES

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74 The timelines of the problem solving mechanism may be waived or modified by written
75 mutual agreement.

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77 LEGAL APPEAL

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79 Utilization of the problem solving mechanism shall not constitute a waiver of any right of
80 appeal available pursuant to law or regulation.

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82 RETALIATION

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84 Neither the Board of Trustees nor any member of the administration shall take reprisals
85 affecting the employment status of any party in interest, unless such individual, through the
86 use of the problem solving mechanism, is discovered to have engaged in conduct which
87 justifies disciplinary action (i.e. the person against whom a grievance was filed has engaged
88 in inappropriate conduct which served as the subject matter of the grievance). The grievant
89 likewise shall take no reprisals against any individual involved in the problem solving
90 process.

91

92 REVISION

93 The administration will work collaboratively with the association should a revision to this
94 policy be necessary. This collaboration will occur prior to any revisions being presented to
95 the school board.

96

97 ADOPTED:

98 6/24/14