

# Robertson County Schools TEAM Evaluation Grievance Procedures

## Level 1: Appeal to Evaluator

- Grievance filed within 15 days of receiving results of the evaluation component (qualitative appraisal, student growth measures, or other measures of achievement) to the evaluator. ***Grievances may be filed based on adherence to evaluation policies or accuracy of data.*** Applicant must submit grievance on the appropriate form.
- Grievant to request a **Level 1 Grievance Form** from RCS Department of Human Resources or print the form from the district website Human Resources page.
- Written decision from evaluator within 15 days of receiving grievance.

## Level 2: Informal Hearing before Designee of the Director: Stephanie Mason

- Grievance filed within 15 days of receiving written decision from Step 1.
- Informal hearing of facts, allegations, and testimony by witnesses.
- Representative or attorney may be present.
- Grievant to request **Level 2 Grievance Form** from RCS Department of Human Resources.

## Level 3: Hearing before the Board of Education (BOE)

- File request for a hearing within 15 days of receipt of written decision from Step 2.
- BOE may grant or deny request within 30 days.
- If granted, the BOE provides notification of hearing. Attorney may be present. Written decision to be provided within 30 days of the conclusion of the hearing.
- If opportunity for a hearing is denied, the BOE either affirms or overturns the previous decisions from Steps 1 and 2.

**Robertson County Schools TEAM Grievance Form - Level 1 Appeal to Evaluator**

Written grievances must be submitted to the evaluator no later than 15 days from the date evaluation results are received for each component.

Grievance is being filed based on:     Adherence to the evaluation policies  
   Accuracy of data

1. Name of grievant: \_\_\_\_\_

2. Name of immediate supervisor of grievant: \_\_\_\_\_

3. Name of the evaluator: \_\_\_\_\_

4. Date the challenged evaluation was received: \_\_\_\_\_

5. Evaluation period in question: \_\_\_\_\_

6. Basis for the grievance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Corrective action desired by grievant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Sufficient facts or other information to begin an investigation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Grievant Signature

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date Document Received

Evaluator Decision (within 15 calendar days): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Decision received by grievant: Signature \_\_\_\_\_ Date: \_\_\_\_\_

***If grievant wishes to appeal the Level 1 decision, the appeal must be submitted to Melanie Dickerson, Interim Director of Schools, on a Level 2 Grievance Form within 15 days of receipt of the Level 1 decision This form may be requested from the Department of Human Resources or printed from the district website Human Resources page.***

**Robertson County Schools TEAM Grievance Form - Level 2 Informal Hearing**

Written grievance and Level 1 decision must be submitted to Melanie Dickerson, Interim Director of Schools, within 15 days of receipt of the decision from Level 1.

Relevant Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Grievant Signature

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Melanie Dickerson

\_\_\_\_\_  
Date Document Received

Decision (within 15 calendar days): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Decision received by grievant: Signature \_\_\_\_\_ Date: \_\_\_\_\_

***If the grievant wishes to appeal the Level 2 decision to the School Board, a written grievance and all relevant documentation must be submitted to Melanie Dickerson, Interim Director of Schools, within 15 days of receipt of the decision. Upon a review of the record, the School Board may grant or deny a request for a full hearing and may affirm or overturn the decision of the Director of Schools/Designee with or without a hearing before the Board. Any hearing granted by the Board of Education shall be held no later than 30 days after receipt of a request for a hearing.***

**Request for Hearing before the Board of Education:    Yes            No**

\_\_\_\_\_  
Grievant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Melanie Dickerson

\_\_\_\_\_  
Date Document Received