

### Greene County Evaluation Grievance Procedure

Greene County Schools will use the following procedures to provide a means for teachers and principals to challenge only the accuracy of the data used in the evaluation and the adherence to the evaluation policies adopted by the State Board of Education. (TCA 49-1-302)

#### STEP 1: Evaluator

1. The written grievance must be submitted to the evaluator no later than fifteen (15) days from the end of the summative evaluation.
2. The administrator will conduct an investigation and fact finding.
3. A decision will be clearly communicated in writing to the grievant within fifteen (15) days of the receipt of the complaint.
4. Based on the circumstances, the evaluator may take any action necessary to immediately correct any procedural errors made in the evaluation process and resolve the dispute at the lowest level.

#### STEP 11: The Director of Schools or Designee

1. All written grievance and prior step decisions will be submitted to the Director/designee within fifteen (15) days of the receipt of the decision from Step 1. In cases involving a principal's evaluation, the designee cannot be used.
2. The Director/designee will meet informally to discuss the facts and allegations and hear testimony of appropriate witnesses as soon as practical. An attorney or a representative of the employee may speak on behalf of the employee.
3. The director/designee will conduct an investigation and fact finding. A written final decision will be communicated to the grievant in writing within fifteen days (15) of the discussion.
4. To allow disputes to be settled at the lowest level, the Director of Schools may take any action necessary, based on the circumstances, to immediately correct any procedural errors made in the evaluation process.

#### Step 111: Greene County Board of Education

1. Teachers and principals may request a hearing before the Board by submitting a written grievance and documentation within fifteen (15) days of the receipt of the decision from Step 11.
2. Based on a review of the record, the Board may grant or deny a request for a full board hearing and may affirm or overturn the decision of the Director of Schools with or without a hearing before the board.
3. An attorney may represent the grievant and the local board may have counsel present at discussions or in a hearing .
4. Any hearing granted by the Board shall be held no later than thirty (30) days after receipt of the request for a hearing.
5. The Board shall give written notice of the time and place of the hearing to the grievant, all administrators involved, and the Director of Schools.
6. The decision of the Board shall be communicated in writing to all parties involved, no later than thirty (30) days after the conclusion of the hearing.
7. The Greene County Board of Education will be the final step for all grievances.