

**Policy GAEP: Grievance Procedures -- Licensed Personnel Appraisal**

**Status:** DRAFT

**Original Adopted Date:** 08/05/1996 | **Last Revised Date:** 03/18/2024 | **Last Reviewed Date:** 03/18/2024

**Personnel Appraisal Grievance Procedure**

Personnel who do not agree with the administrator's evaluation of their job performance may file a grievance utilizing the following procedure:

1. The grievant must inform orally his/her immediate supervisor of the grievance. The grievant and immediate supervisor will attempt to resolve any problems informally.
2. If the issue is not resolved and the grievant elects to pursue the issue, he/she must file a written statement with the Assistant Superintendent for certified staff of JCSD within five (5) days after the meeting with the immediate supervisor. The statement should specify the nature of the grievance and be signed and dated by the grievant. If the grievant is an administrator and the evaluator is the Assistant Superintendent, the grievance shall be filed with the Superintendent. If the grievant is the Assistant Superintendent or a Central Office Administrator and the evaluator is the Superintendent, then the grievance shall be filed with the Chairman of the Board of Education who will determine how to resolve the issue.
3. Within five (5) days, the Assistant Superintendent/Superintendent/Chairman of the Board of Education (or his/her designee) shall provide in writing his/her decision with supporting evidence and reasons.
4. If the grievant chooses to appeal the decision of the evaluator's supervisor, he/she shall submit a written request to the Superintendent within five (5) days of the decision to the Board of Education at the next regular meeting or at a special meeting set by the Chairman of the Board of Education.
5. The Board of Education shall render its decision within seven (7) days of the grievant's hearing. The Superintendent shall provide copies of the decision to all parties involved.

A grievance may be withdrawn at any time without prejudice or record.

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