

JEFFERSON PARISH PUBLIC SCHOOL SYSTEM

PERFORMANCE EVALUATION GRIEVANCE PROCEDURES

ARTICLE 1. INTRODUCTION

- 1.1 General.** This document sets forth the procedures that a teacher or administrator must follow in order to respond to, or dispute, his or her final rating on an annual performance evaluation conducted pursuant to La. R.S. 17:3881-3905 (Professional Employee Quality Development).
- 1.2 Applicability.** The procedures apply to teachers and administrators, as defined herein.
- 1.3 Definitions.**
- 1.3.1 “Teacher” or “Administrator” means any person whose employment requires professional certification under the rules of the board.
- 1.3.2 “Evaluation Grievance Conference” is a meeting held with an appropriate school board official upon the request of a teacher or administrator for the purpose of responding to, or disputing, his or her rating on final IAP or annual evaluation.
- 1.3.3 “OHC” is the Office of Human Capital.
- 1.3.4 “IAP” is an intensive assistance plan developed by an evaluator and a teacher or administrator who has received an overall rating of *Ineffective* or has consistently demonstrated *Ineffective* performance, as determined by the evaluator.
- 1.4 Computation of Time.** The following rules apply in computing any period of time specified in these Procedures.
- 1.4.1 For purposes of calculating the time period, the date when the period begins to run is not included.
- 1.4.2 The parties may mutually consent in writing to extend specified time periods.

ARTICLE 2. GRIEVANCE PROCEDURE

- 2.1 Access to Evaluation and Related Documents.** Copies of evaluation documents, including evaluators’ data forms, shall be given to teachers and administrators not later than fifteen (15) calendar days after the final IAP or

annual evaluation conference with their evaluator, and shall also be available upon request. Teachers and administrators may also obtain a copy of the evaluation and all related documentation by submitting a request in writing to the Office of Human Capital.

- 2.2 Right to Meet With Evaluator.** The teacher or administrator may request to meet with the evaluator not later than five (5) calendar days after the teacher or administrator receives the evaluation documents. The request shall be made in writing and the evaluator shall make every effort to hold the meeting not later than ten (10) calendar days after the evaluator receives the request.
- 2.3 Right to Respond to Evaluation.** Teachers or administrators shall have the right to respond to the evaluation provided that the response must be received by OHC not later than fifteen (15) calendar days after the teacher or administrator receives the evaluation documents or, if the teacher or administrator has requested to meet with the evaluator, not later than fifteen (15) calendar days after the meeting with the evaluator. The response shall become a part of the teacher's or administrator's single official personnel file.
- 2.4 Right to File an Evaluation Grievance.** Teachers or administrators shall have the right to file an evaluation grievance provided that the grievance form must be received by OHC not later than fifteen (15) calendar days after the teacher or administrator receives the evaluation documents or, if the teacher or administrator has requested to meet with the evaluator, not later than five (5) calendar days after the teacher or administrator meets with the evaluator. The grievance shall become a part of the teacher's or administrator's single official personnel file.
- 2.5** The teacher or administrator has the right to submit both a response to the evaluation and an evaluation grievance.
- 2.6 Representation.** The teacher or administrator may be assisted by a representative of his or her choice during the grievance procedure.
- 2.7 Evaluation Grievance Conference.** The teacher or administrator who timely submits an evaluation grievance shall be entitled to an Evaluation Grievance Conference which shall be attended by (a) the employee and his/her representative, if any; (b) the evaluator and (c) a district official designated by OHC.
- 2.7.1 Timelines.** OHC shall make every effort to hold the Evaluation Grievance Conference not later than ten (10) calendar days after receipt of the request for an Evaluation Grievance Conference.
- 2.7.2 Advance Notice Required.** The teacher or administrator shall have a minimum of ten (10) calendar days advance notice of the Evaluation Grievance Conference.

2.7.3 Responses. At the conference, the teacher or administrator will have the opportunity to respond to the evaluation and to seek proof by documentation of any item contained therein and have the opportunity to amend, remove, or strike any information proven to be inaccurate or invalid as may be found within the written documentation and from the teacher's or administrator's personnel file. Any item contained in the file that is unsupported by written documentation shall be removed upon request.

2.7.4 Authority of the Designated Official. The district official designated to attend the Evaluation Grievance Conference shall have the authority to affirm, modify, or rescind the evaluation, and shall notify the teacher or administrator of the decision in writing not later than ten (10) calendar days following the Evaluation Grievance Conference. If the final evaluation is revised, then the teacher or administrator shall be given a copy of the final revised evaluation.

2.8 At any time during the evaluation grievance process, OHC or the superintendent have the discretion to declare the evaluation to be void without the necessity to hold a conference.