

## BOARD POLICY

Certificated Employees, Problem-Solving Procedures

The district problem-solving procedures for certificated employees shall be implemented to facilitate a professional reconciliation of differences of opinion which may arise out of interpretation and application of policies and regulations not included in the Agreement with the respective employee bargaining units. The problem-solving procedures will attempt to secure, at the lowest possible management level, equitable solutions to such problems affecting the welfare and/or working conditions of certificated employees.

The purposes of the problem-solving procedures shall be to develop and maintain a high level of morale among all certificated employees of the district, in keeping with ethical standards of the profession, by conducting an impartial review of charges involving actual or suspected breaches of policies and/or unprofessional conduct.

Each certificated employee shall possess the right to representation at all conferences, hearings, and appeals relating to the employee-employer relations and/or the conditions of employment. The right of appeal and review may include the following sequential steps as applicable:

A. Building Level

A written formal filing of the problem will be submitted to the immediate supervisor by the employee. The subsequent resolution will be given, in writing, to the employee by the immediate supervisor. A problem, for the purposes of this policy, shall be defined as an actual or alleged violation of policy, regulation, or law relating to conditions of employment not included in the Agreement.

B. District Level

If the problem is not resolved, the employee may appeal the decision of the immediate supervisor to the next higher level of administration. The appeal shall be filed within five (5) school days after receipt of the decision.

C. Board of Review

A Board of Review, comprised of two people selected by the employee or the representative and two people selected by the assistant superintendent, Office of Personnel Services, shall be convened to render judgment, within seven (7) school days, on the merits of the problem; and the Board of Review shall submit a written report to all parties involved.

D. School Board Level

A final review shall culminate in a written decision which shall be distributed to all parties concerned.

A report shall be submitted to the Board of Education by the Office of Personnel Services concerning problems processed. This report shall include the nature of the problem, the levels involved in the processing, and the final disposition of each problem.

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