

# Maryville City Schools Board of Education

Monitoring:

**Review: Biennially  
in March**

Descriptor Term:

## **Procedures & Guidelines Teacher and Principal Evaluation Grievance Procedure**

Descriptor Code:

**8.13**

Review Date:

**02/13/18**

Rescinds:

Last Revision:

### **Teacher and Principal Evaluation Grievance Procedure**

Grievant's Name \_\_\_\_\_ Location \_\_\_\_\_

Position \_\_\_\_\_ Principal's/Supervisor's Name \_\_\_\_\_

#### **Step 1 – Evaluator**

Date the Summative Evaluation was Received \_\_\_\_\_ Date Grievance Filed \_\_\_\_\_

Evaluator/Reviewer's Name \_\_\_\_\_ Evaluation Period in Question \_\_\_\_\_

Basis of grievance:

A. Accuracy of Data: \_\_\_\_\_

B. Procedural Error: \_\_\_\_\_

Corrective Action Desired by Grievant \_\_\_\_\_

Sufficient Facts or Other Information to Begin an Investigation (Section (3) Basic Standards, (F), A Failure to state specific reasons shall result in the grievance being considered improperly filed and invalid.)

TN State Board of Education, Teacher and Principal Evaluation Policy, 5.201, Local-Level Grievance Procedure  
MCS Board Policy 8.13, Local-Level Grievance Procedure

#### **Disposition by Evaluator**

Date Received \_\_\_\_\_ Date meeting set (if applicable) \_\_\_\_\_

Response (Also attach Grievance Report Step 1) \_\_\_\_\_

☐ Evaluator's Signature (date) \_\_\_\_\_

or

☐ Via Email (Email date) \_\_\_\_\_

Send to: Principal

Grievance resolved Yes ☐ No ☐

Appealed to Step 2 Yes ☐ No ☐

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

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## Step 2 – The Director of Schools or Designated Representative

Date Received \_\_\_\_\_ Hearing Date \_\_\_\_\_

Response \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Director of Schools or Designated Representative (Date)

Copy to: Principal

Grievance resolved Yes ☐ No ☐      Appealed to Step 3 Yes ☐ No ☐

\_\_\_\_\_  
Signature of Employee and/or Association Representative (Date)

## Step 3 – Local Board of Education (Final Step)

Date Received \_\_\_\_\_ Hearing Date \_\_\_\_\_

Response \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Board Signature (Date)

# Maryville City Schools Board of Education

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## **Procedures & Guidelines Classified Employee Performance Evaluations**

Descriptor Code:

**8.13**

Review Date:

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All classified employees of Maryville City Schools shall undergo a performance evaluation (PE) at least once per school year for the first two years of employment and then once every three years. The supervisor reserves the right to evaluate the employee at any time if it is deemed necessary.

The criteria for the performance evaluation shall be determined by the supervisor or principal.

The supervisor/principal shall maintain records of the performance evaluation in his/her office.

Step increases will not be granted to employees with an unsatisfactory performance evaluation.