

Evaluation Grievance Process

Definition of Grievance

A grievance is an educator claim that there has been violation, misinterpretation, or misapplication of MNPS policy. While educators may grieve evaluation processes and procedures, evaluation scores, (including observation ratings), TVAAS scores, and other metrics are not grievable. If an educator believes that his/her evaluator did not follow MNPS TEAM evaluation policies and procedures, then the teacher may elect to begin the grievance process.

Informal Procedure

If an educator believes that he/she has a grievance, he/she shall first discuss the matter with his/her evaluator to resolve the problem informally. The parties shall seek a resolution informally together and/or by obtaining advice from the appropriate division of the MNPS Central Office. If the problem is not resolved informally, the educator may declare that a grievance exists and the formal procedure will be invoked as outlined below.

Formal Procedure

Step I: Evaluator

a) If the grievant is not satisfied with the outcome of the informal procedure, he/she may present his/her alleged grievance formally in writing to the evaluator. A written grievance shall contain the following information:

- Name and position of grievant
- Statement of the grievance and the facts involved, including relevant dates
- Reference to the applicable provisions of MNPS policy
- Corrective action requested
- Signature of the grievant

b) At the time of filing the Step I grievance, the grievant may request a conference prior to the rendering of the decision. If a conference is requested, the act of scheduling the conference shall occur within five (5) school days following the receipt of the grievance.

c) The evaluator, within fifteen (15) school days after the receipt of the grievance shall render a written decision to the grievant.

[Evaluation Grievance Form - Step 1](#)

Step II: Director of Talent Management

a) If the grievant wishes to appeal the Step I decision, the grievant may proceed to Step II by submitting an appeal in writing to the Director of Talent Management within fifteen (15) school days of the Step I decision.

b) At the time of filing the Step II grievance, the grievant may request a conference with the Director of Talent Management prior to the rendering of the decision. If a conference is requested, the act of scheduling the conference shall occur within five (5) school days following the receipt of the grievance.

c) The Director, Talent Management, within fifteen (15) school days after the receipt of the grievance) shall render a written decision to the grievant.

[Evaluation Grievance Form - Step 2](#)

Step III: Local Board of Education

a) If the grievant wishes to appeal the Step II decision, the grievant may proceed to Step III by submitting an appeal in writing to the local Board of Education within fifteen (15) school days of the Step II decision.

b) At the time of filing the Step III grievance, the grievant may request a conference prior to the rendering of the decision. If a conference is requested, the act of scheduling the conference shall occur within five (5) school days following the receipt of the grievance.

c) Within fifteen (15) school days after receipt of the grievance, the local Board of Education shall render a written decision to the aggrieved person. This decision is final.

Additional Notes

Generally, grievance conferences will be scheduled for times that do not interfere with the educator's assigned duties. When grievance conferences are scheduled to occur during regularly assigned working hours, the involved educators shall be released from duties without reduction in salary.

Grievance conferences shall be conducted in private. An affected educator shall, however, have the right to request the presence of one certificated employee representative or a representative of a recognized professional teacher organization. If the representative is not available at the scheduled time, the conference shall be delayed for one (1) work day. If the representative is still not available, the conference may proceed without the representative.

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