

Texas Conference of Seventh-day Adventist

Legitimate Concern for School Employees Form

**This is a recommended procedure for dealing with conflict in Texas Conference Schools (Policy #3005)*

Introduction

The purpose of this Legitimate Concern Form is to provide an avenue so that sequential steps are followed to provide open communication. (Matthew 18:15-17).

Sequential Steps to Follow in Resolving Concerns

Step I: Employee requests and has a conference with the teacher/staff member to discuss the issue of concern. Date this conference was completed._____.

Employee Signature

Fellow-Employee Signature

The results of this conference were satisfactory. Yes___No___

If the response to the above conference is "No" then Step II should follow.

Step II: Employee requests and has a conference with Fellow-Employee and Principal. Date this conference was completed_____.

The results of this conference were satisfactory. Yes___No___.

If the response to the above conference is "No" then Step III should follow.

Principal Signature

Fellow-Employee Signature

Employee Signature

Step III: At this point the concern must be put in writing and addressed to the Superintendent of Schools. (See page 2 for the proper form to use.) Employee may request and have a conference with the Fellow-Employee and the Superintendent of Schools or an Associate Superintendent. Date this conference was completed._____.

Superintendent of Associate Signature

Principal Signature

Employee Signature

Fellow-Employee Signature

The results of this conference were satisfactory. Yes___No___.

If the response to the above conference is "No" then Step IV should follow.

Step IV: If not resolved, the Office of Education may place the concern on the Board of Education agenda for resolution.

Name of school _____

Employee name _____ Fellow-Employee name _____

Describe in detail the specific concern you have regarding the issues that you have discussed in the three above steps.

Employee Signature

Date

After the Employee and the Fellow-Employee have addressed the Board of Education, the Board of Education will go into executive session for additional discussion and a decision. The Board of Education's decision is final.

Board of Education decision:

Employee Signature

Date

Employee Signature

Fellow- Employee Signature

BOE Chairman Signature

Superintendent/Associates Signature