

CHANGE IMPLEMENTATION PROCEDURE

Goal: To provide a positive approach to problem solving for administrators and staff members concerning policies.

Desired Outcome: The desired outcome is to maintain an atmosphere among the staff which will provide the best possible conditions for educating and developing the students in Edmond Public Schools by utilizing the creative abilities of all employees in problem solving.

Purpose: The purpose of this procedure is to provide a format to deal with differences that arise between the administration and staff concerning policies, regulations, and practice. Second, to provide that a solution to such differences be reached at the lowest possible level, and third, to afford that solutions be reached in a timely manner.

Procedures - Informal Approach:

All concerns on the part of any staff member should be first addressed to the appropriate supervisor as early as possible. All efforts at this time will be informal, allowing the parties involved to reach a solution, if possible, without outside intervention or assistance. When a staff member issues a concern to an administrator, the staff member must provide an alternative approach or solution in regard to the policy, regulation, or practice in question. No written records will be maintained on solutions sought at this level. This does not preclude written presentations between the parties involved. Concerns must be brought to the administrator's attention within ten (10) working days after an occurrence(s) that led to the implementation of this procedure. Both individuals involved are encouraged to find a reasonable, mutually acceptable solution to the matter at this initial, informal level.

Procedures - Formal Approach:

If the participants are unable to reach a solution between themselves within ten (10) days after the occurrence(s) have been brought to the administrator's attention, the procedure provides the following alternatives that may be used to assist in resolution:

- A. Involve other staff members in the building to determine if the perceived problem is general or specific.
- B. The administrative participant may confer with his/her peers to gather assistance and information, and the staff member may confer with an established advisory group of EACT/SEE members for advice and direction on the matter in question. After conferring, the two parties should resume efforts to solve the disagreement. Upon mutual agreement, the participants may use either A. or B., above, or both, in an attempt to reach a mutual understanding.

- C. If the participants are not able to solve the problem by utilizing A. or B., then a central office administrator and a representative appointed by EACT/SEE will assist the participants in finding a solution to the problem. Both serve as advisors and catalysts only and have no ruling power in the process.

Each of the above alternatives requires that the staff member state the problem and the solution(s) in writing and present them to the administrator. All replies from the administrator, including rationale, must also be in writing.

If none of the above are successful in resolving the problem after twenty (20) working days, then, at the request of either party, that matter will be taken to the Board of Education at the next regularly scheduled meeting, at which time the Board will hear the controversy, the procedures, exchanges, and methods that have been utilized in attempting to reach a solution, and rule on the matter. The Board of Education's decision will be final.

The Superintendent will act as an advisor to the Board throughout the entire process. The Superintendent may consult the Board of Education members in the problem solving process prior to a hearing before the Board.