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# GRIEVANCE PROCEDURE

developed by the

PROFESSIONAL RIGHTS AND RESPONSIBILITIES  
COMMITTEE OF THE FORT WORTH CLASSROOM  
TEACHERS AND THE ADMINISTRATIVE STAFF OF  
THE FORT WORTH INDEPENDENT SCHOOL DISTRICT

Adopted, May 27, 1970

## **The Fort Worth Board of Education**

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Mr. Bill Elliott, Vice-President

Mr. Jim Harris, Secretary

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The Reverend John R. Leatherbury

Mrs. Carey H. Snyder

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## FOREWORD

This grievance procedure, developed after months of deliberations, is a cooperative effort on the part of the Professional Rights and Responsibilities Committee of the Fort Worth Classroom Teachers Association and the administrative staff of the Fort Worth Independent School District.

No crisis brought this agreement about, but rather a desire on the part of the teachers and administrators to be ready with a guide for grievance procedures when needed.

It has always been our practice to hear from anyone. This procedure merely gives a method and direction for which the aggrieved person can be heard and assures the aggrieved person of the proper administrative direction to be taken.

I am proud of this procedure and look upon it as another example of the true professionalism found within the Fort Worth Public Schools.



Julius Truelson  
Superintendent

May 1970  
Fort Worth, Texas

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# GRIEVANCE PROCEDURE FORT WORTH INDEPENDENT SCHOOL DISTRICT

## PURPOSE

The purpose of this agreement is to provide any teacher under contract with the Fort Worth Independent School District with a set of procedures for resolving grievances fairly with all due speed and without fear of reprisal. (Nothing in this agreement is intended to prevent an individual from contacting any administrator on an informal basis.)

## GRIEVANCE

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A grievance is a complaint by a teacher. The complaint may be based upon an event or condition in which there has been a violation of state law, the teacher's contract, the Professional Communication Agreement, as adopted on August 24, 1966, violation of school board policy, or unfair treatment by the employer.

## PROCEDURE

The time limit specified at each level should be observed. By mutual agreement, the parties involved may extend the specified time. Every effort should be made to resolve the grievance on an informal basis between the principal and the aggrieved. The aggrieved may also consult with the Fort Worth Classroom Teacher Association faculty representative in his building for advice.

## LEVEL ONE

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The aggrieved should first discuss his complaint with his principal or immediate superior. This may be done with the assistance of the Fort Worth Classroom Teacher Association faculty representative.

If the aggrieved chooses to follow the "chain of review" in the grievance procedure, he shall present his grievance in writing to his principal or immediate superior. If the grievance is not resolved within ten school days, then the grievance shall be referred to the Professional Rights and Responsibilities Committee by the aggrieved.

## LEVEL TWO

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1

If the grievance is not resolved within the specified time at level one, the aggrieved may file the said grievance in writing with the chairman of the CTA Professional Rights and Responsibilities (PR&R) Committee within ten school days after the decision at level one. The PR&R Committee shall study the grievance and within ten school days give its recommendation to the aggrieved as to what action should be pursued.

The PR&R Committee may recommend:

1. that the grievance be referred to the superintendent
2. that the grievance be referred to the special committee described in level four of this agreement
3. that the grievance has insufficient validity

If the aggrieved is dissatisfied with the PR&R Committee's recommendation, he may request that the grievance be taken to level three. If the decision of the PR&R Committee states that there is insufficient basis for validity of the grievance, the aggrieved may proceed on his own. Should this occur, the PR&R Committee will assist the aggrieved through the other levels but will not support the grievance. If the aggrieved fails to present his grievance in writing to the superintendent within ten school days of the PR&R's decision, the grievance shall be considered waived.

### LEVEL THREE

If the PR&R Committee recommends filing with the superintendent, this shall be done in writing by the aggrieved within ten school days after the level two recommendations have been made known to the aggrieved. The superintendent shall arrange for a meeting with the PR&R Committee and the aggrieved within ten school days after he receives the written grievance. After consideration the superintendent shall: (a) affirm the recommendations of the PR&R Committee at level two, (b) decline to follow the recommendation and (c) enter such further orders as he deems proper.

### LEVEL FOUR

If the aggrieved is dissatisfied with the disposition of his grievance at level three, or if no decision has been rendered within ten school days after referral to the superintendent, level four may be taken by the aggrieved.

Within ten school days a special committee shall be chosen from a carefully selected group of twenty professional CTA members who have been selected by the CTA executive board (excluding the executive board members and members of the PR&R Committee) and five other professional employees of the FWISD selected by the superintendent. In selecting the committee of twenty-five the following procedure shall be used:

- 5 teachers from kindergarten through grade three
- 5 teachers from grades four through five
- 5 teachers from middle school
- 5 teachers from senior high school

32/1

43/2

45/2

X  
M  
P  
O  
X

4H/9  
5 other professional employees of FWISD selected by the superintendent

From the committee of twenty-five, a special committee of six shall be chosen as follows:

3 shall be chosen by the aggrieved

3 shall be chosen by the superintendent

X  
C  
R  
O  
T  
These six members shall then choose a seventh member from the committee of twenty-five. If no agreement can be reached on the seventh member by the committee of six, he shall be selected by the CTA executive board from the committee of twenty-five. If said board cannot reach an agreement on the seventh member, he then shall be selected by the CTA president.

The CTA president shall call the first meeting of the special committee of seven and shall serve as temporary chairman. After electing a chairman and secretary from the special committee, the temporary chairman shall review the case for the special committee. The special committee will consider the case fully and then make its decision.

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Within ten school days, the special committee shall submit its report and recommendations in writing to the superintendent, to the PR&R Committee, to the CTA president and to the aggrieved. The special committee shall keep all matters strictly confidential and, after the committee's reports are made, all other committee notes shall be destroyed. If the committee recommends action on the part of the superintendent, he shall take action within ten school days or give an explanation of why he is taking no action.

#### LEVEL FIVE

6/1  
If the aggrieved is not satisfied with the disposition of his grievance at level four, he shall refer the grievance to the board of education. The board of education must make a final decision in the case and forthwith notify the aggrieved.

#### MISCELLANEOUS

The aggrieved may be represented at all stages of the grievance procedure by a person of his own choosing, if said person is a member of the Fort Worth Classroom Teachers Association.

David L. Jumper  
Board of Education President

Ruth Amond  
CTA President

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