

## 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/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.

**EDUCATION**

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.

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\_\_\_\_\_  
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:

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Fellow- Employee Signature

\_\_\_\_\_  
BOE Chairman Signature

\_\_\_\_\_  
Superintendent/Associate Signature