

Administrative Appeal Procedure

Administrators may appeal to the superintendent or Board, or committee thereof, any administrative decision which they believe adversely affects their working conditions or employment status. Every effort should be made to resolve the problem informally between the administrator and the immediate supervisor within a reasonable time after the administrator becomes aware of the problem.

Should the administrator not find a satisfactory solution in this informal discussion, the following levels of appeal are available:

Level I:

1. The administrator may appeal the decision in writing to the immediate supervisor;
2. This written appeal will contain:
 - a. A statement of the facts related to the problem;
 - b. The adverse effect on the administrator;
 - c. The action requested as a remedy.
3. The supervisor will respond in writing within five days of the receipt of the appeal.

Level II:

1. Within 10 working days the administrator may submit a written appeal to the superintendent or a designee in the absence of the superintendent;
2. This written appeal should contain:
 - a. The supervisor's response;
 - b. A statement as to why the response is unacceptable.
3. The superintendent or designee will meet with the administrator and the supervisor in order to obtain all of the facts and points of view related to the problem;
4. The superintendent or designee will respond to the administrator in writing within 10 working days from the date of the meeting.

Level III:

1. The administrator may appeal within 10 working days to the Board or an appropriate committee thereof;
2. The Board, or its committee, will meet with the administrator, the supervisor and the superintendent in order to obtain all of the facts and points of view related to the problem;
3. This meeting will be held as soon as practicable following the receipt of the appeal;
4. The decision of the Board will be final. However, the appeal procedure in no way limits the parties' access to the judicial process. The appeal procedure will not be used while the aggrieved is under the jurisdiction of the courts or has resorted to the judicial process.

Both the superintendent and the administrator have a right to consultants or representatives of their own choosing at each of the levels of these appeal procedures.

END OF POLICY

Legal References:

[OAR 581-022-1720](#)

Anderson v. Central Point School District No. 6, 554 F. Supp. 600 (D. Oregon 1982); aff'd in part, 746 F. 2d 505 (9th Cir. 1984).

Connick v. Myers, 461 U.S. 138 (1983).