TIMES2 Teachers - Communication Protocol

**Dean & Building Union Rep**

1st Step - Report concerns to one of the Deans, (Elementary Instructional Dean, M/H Instructional Dean, M/H Dean of Students, Elementary Dean of Students) via email or face-to-face.

2nd Step - If the issue is not resolved, ask the Building Union Rep to join you for moral support in a meeting with the Dean, or your building rep to report to the dean on your behalf for contractual clarification.

**Executive Director & Field Union Rep**

3rd Step – If the matter is not resolved to your satisfaction, you should email the Executive Director to voice your concern before it becomes a grievance. You can expect a response within 3 business days.

4th Step – If the matter is still not resolved, speak with the Building or Field Union Rep to report to the Executive Director  on your behalf. (This step may already include a prepared grievance.)

**Educational Committee & Board of Directors**

5th Step– If not resolved, contact a member of the Educational Committee to request a public comment session to be placed on the next meeting’s agenda. A request can be made up to three days before the meeting time.

6th Step – If the matter has not been resolved by now, contact a member of the Board of Directors to request a public comment session to be placed on the agenda. (The Board should have been made aware of the problem by the Educational Committee or an administrator already.)

\* Please refrain from the use of mass emailing or speaking for other individuals on their behalf without their consent. Only individuals who directly involved should be included and CC-ed on emails.