

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO

PROCEDURES Section 300.3, Pages 1

MEETINGS WITH ADMINISTRATION, IEA AND/OR MHEA (ASSOCIATION)
REPRESENTATIVES

When arranging meetings that may be disciplinary in nature or grievance related between administrators and association members and local and/or state association officials, protocol, and common courtesy are expected. The guidelines are as follows:

1. The issue to be discussed is specifically identified to each party.
2. Notify the superintendent or assistant superintendent of the issue and possible impending meeting as soon as possible.
3. **Employee – Administrator Discussion**: The employee with the issue and the administrator meet to discuss the acknowledged grievance and possible solution.
4. **Employee/MHEA Official – Administrator**: The employee notifies the administrator that they wish to have MHEA representation sit with them to discuss the acknowledged grievance and possible solution. The administrator has the option of being accompanied by representation as well.
5. **Employee/MHEA and/or IEA Officials – Administrator**: The employee, or MHEA representative, notifies the administrator that they wish to have MHEA and/or IEA representation sit with them to discuss the acknowledged grievance and possible solution. The administrator will notify the superintendent or designee, and will be accompanied by district appointed representation.

January 11, 2005
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