



**EDMONDS SCHOOL DISTRICT NO. 15**  
**Human Resources Division**

September 2007	<b>PROBLEM-SOLVING PROCEDURES</b>	VI-B
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When an alleged misapplication, misinterpretation, or violation of the Memorandum of Understanding between the district and Administrative Assistants, Professional-Technical Employees, or Superintendent's Staff is suspected, an employee may make a statement which contains:

- The facts upon which the problem is based;
- Reference to the specific section of this Memorandum of Understanding which is alleged to have been violated;
- Remedy sought

There is language in the Edmonds Principals' Association and Edmonds Managers' Association Memoranda of Understanding regarding problem-solving procedures.

**GENERAL CONDITIONS**

1. ***Procedure.*** Every effort shall be made to resolve problems related to implementation of the Memorandum of Understanding through free and informal communications and conferences between the employee and his/her immediate administrative supervisor. If this informal process fails to provide an acceptable adjustment of the problem the employee may refer the issue to the Superintendent or designee for discussion. Every effort will be made to expedite the problem-solving process.
2. ***Confidentiality.*** All matters pertaining to specific problems shall be confidential information and shall not be unnecessarily or indiscriminately related, disclosed or divulged by any participant in the problem-solving process or by any employee of the district. Written records related to this problem-solving procedure will be kept separately from an employee's personnel file.
3. ***Freedom from Reprisal.*** Individuals involved in problem-solving proceedings whether as the employee, a witness, a representative, or otherwise shall not suffer any restraint, interference, discrimination, coercion or reprisal on account of their participation in this problem-solving process.