



## **IMPACT Checklist Grievance and Appeal Rights**

DCPS provided final IMPACT ratings beginning **the last week of June through the first week of July**. This year all teachers will receive their scores at the same time including **Group 1 teachers**. If a teacher is informed that they received an Ineffective, Minimally Effective, or Developing IMPACT Rating and would like to file a grievance, they will need to collect and present the following information:

- Copy of the final IMPACT rating
- Narrative of **procedural** violations, citing page number in IMPACT guideline and/or Teachers' Union Contract Article (if known). Note: Disagreement with the evaluator's comments **does not** constitute a procedural violation
- Personal contact information (email, phone number)
- Any evidence to support the procedural violation or CBA violation (i.e. emails or other documents).

### **Most Common Procedural Violations**

- Post-observation conference not held within 15 calendar days of observation
- Evaluator did not observe the lesson for a minimum of 30 minutes
- Deductions on Core Professionalism for being absent or tardy (excused or unexcused)
- Miscalculation of TAS scores and/or lack of defined TAS goals
- Evaluation conducted under the wrong IMPACT group rubric
- Evaluator downgrades rating due to teacher being out on approved leave
- Evaluators write down things not observed during the lesson
- Evaluator(s) wrote down things that were not observed during the observation

## **Grievance and Appeal Rights**

### **Teachers Receiving First Minimally Effective Rating or First Developing Rating:**

#### **1. File a WTU Grievance**

*In order to file a WTU grievance, you must:*

- Contact the WTU office immediately: (202) 293 8600
- Allege a violation of the evaluation process; and
- Submit the grievance within fourteen (14) school days after receiving the notice of your final rating. It is preferred that you contact WTU upon receipt of your final rating.

**AND may also:**

#### **2. File an appeal to the Chancellor\*\*\***

*In order to file an appeal to the Chancellor, you must:*

- Follow the instructions that are included in your final rating notice letter from DCPS.



**Teachers Receiving Second Consecutive Minimally Effective Rating with Termination Letter  
AND Teachers Receiving First Ineffective Rating with Termination Letter:**

**1. File an appeal to the Chancellor\*\***

*In order to file an appeal to the Chancellor, you must:*

- Be a permanent status employee (completed two-year probationary period);
- Complete the Staff Appeal to the Chancellor form (available at [dcps.dc.gov](http://dcps.dc.gov)) within thirty (30) calendar days of receipt of your Notice of 2015-2016 IMPACT Rating and Termination; and
- Submit the form to the Office of Labor Management and Employee Relations
  - D.C. Public Schools  
1200 First Street, NE 10<sup>th</sup> Floor  
Washington, D.C. 20002  
Fax: (202) 535-2817.

**\*\*WTU is not drafting or filing appeals to the Chancellor, but can provide consultation, feedback and comments prior to submission of the appeal.**

**AND may also pursue ONE of the following options:**

**2. File a WTU Grievance**

*In order to file a WTU grievance, you must:*

- Contact the WTU office immediately: (202) 293 8600
- Allege a violation of the evaluation process; and
- Submit the grievance within fourteen (14) school days after receiving the Notice of 2014-2015 IMPACT Rating and Termination.

**OR**

**3. Appeal with the D.C. Office of Employee Appeals\*\*\***

*In order to file an appeal to the OEA (Office of Employee Appeals), you must:*

- File with the OEA within thirty (30) calendar days of the effective date of termination.

**\*\*\*WTU is not assisting members in filing Office of Employee Appeals nor providing representation at OEA, however the WTU can provide consultation in connection with filing an appeal.**

**Important Note:** You cannot file an Office of Employee Appeals (OEA) complaint and a WTU grievance. You may, however, file one or the other, but not both. **Should you file both, your complaint/grievance will be decided by OEA or the grievance process based on which was first filed.** WTU strongly recommends the grievance process. You can file both a chancellor's appeal and a WTU grievance. WTU strongly recommends that you file both. Please consult your assigned Field Representative, if you have any questions.