

FEDERAL WAY EDUCATION ASSOCIATION

INFORMAL MEETING AND GRIEVANCE PROCEDURE

Initial problem-solving steps at building:

1. Try your best to determine if the issue is covered in the collectively bargained agreement (CBA). As a member, you can also collaborate with the FWEA Association Representative and/or FWEA Advocacy Coach for support to determine: **Is there a CBA violation?**
2. ARs can briefly share about the informal meeting and grievance intake process. If it is not contractual, but instead a personnel issue, members may contact the FWEA office for support. If the issue is neither contractual or personnel, AR and Member may still decide to have a proactive, collaborative conversation with the principal.
3. If contractual, refer to Section 16.6 in the Certificated contract or 26.6 in the ESP contract for timelines and full CBA language.
4. If contractual, complete the Informal Meeting Worksheet to prepare for the Informal Resolution Meeting.
5. Member and AR meet with principal/supervisor about this area of the CBA, guided by the form. AR verbally informs principal/supervisor that this is an “Informal Resolution Meeting.”
6. Within 24 hours, AR contacts FWEA office to share the outcome (resolved or unresolved) and sends a picture of the Informal Meeting Worksheet.
7. Resolved forms are posted in the office from which others can learn (great work!)

If unresolved at the building level:

8. Complete Grievance Intake Form and call Association office at 253-838-8571. Office Manager will enter unresolved case in tracking spreadsheet and makes an official file.
9. President reviews the intake form, consults with WEA UniServ staff and makes the decision to forward to FWEA Advocacy Coaches Chair.
10. FWEA Advocacy Coaches Chair will:
 - a. Evaluate.
 - b. Consult with WEA UniServ staff Rina Paul or Chuck Hurt.
 - c. File to preserve rights (if timeline is short).
 - d. Hold until Advocacy Team meeting.
 - e. Assign before Advocacy Team meeting.
 - f. If not viable, member will be contacted.
11. Case assigned to FWEA Advocacy Team Member and WEA UniServ staff.
12. FWEA Advocacy Team Member proceeds with investigation and processes case in consultation with WEA UniServ staff.
13. If FWEA Advocacy Member processes case to another level (informal to Level I, Level I to Level II, etc.), they will consult with the WEA UniServ/Advocacy Team Chair.
14. FWEA Advocacy Team Chair will update President, complete reports to FWEA Executive Board and to Association Reps.
15. Once grievance is resolved, completed file is returned to FWEA office.

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SHARED TRUTHS, FWPS/FWEA COLLECTIVE BARGAINING AGREEMENT

The following language is taken directly from page 1 of our shared FWPS/FWEA collective bargaining agreement:

PREAMBLE – We, the Federal Way Education Association and the Federal Way School District, have entered into a collaborative bargain because we believe working together will produce an Agreement that will meet the needs of both management and staff in accomplishing our shared aim – providing a quality education for all children in the District without exception. In order to serve the students of the Federal Way Public Schools, this agreement has been mutually developed and is premised upon these specific truths and principles which reflect the value, dignity, and contribution of each person.

TRUTHS

1. Every person has worth.
2. Staff must feel valued.
3. It's safe to be yourself.
4. People flourish where there is open dialogue.
5. Where there is ownership, there is commitment.
6. Every person flourishes where there is an awareness and acceptance to growth and change.
7. Respect for ideas/concepts is necessary.
8. Respect for examining ideas is essential.
9. Professionalism is expected.
10. Learning is lifelong.
11. We value the unique and diverse perspectives, experiences, and cultural identities of our staff, students, and community.
12. We must dismantle institutional racism in a collaborative and intentional manner, and commit to address intentional and unintentional bias.

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INFORMAL MEETING WORKSHEET (STEPS 1-7)

Date: _____ Date of Informal meeting with Principal: _____

*dates are key because timelines begin as soon as the Informal Meeting occurs, refer to 16.6 in CBA

Name(s): _____

Member

Non-Member (Members have access to more resources)

Name of AR(s): _____ Building: _____

Section of CBA Possibly Being Violated: _____

Brief facts of why this is perceived as a violation: *(how, why, when, where)*

During collaborative meeting:

1. Introduce yourself with your AR hat on, on behalf of the organization.
2. Share FWPS/FWEA truths (page 1 of the CBA).
3. AR/Member says: "We hope to collaborate with you directly in this informal meeting to clarify and resolve this contractual issue together at the building level."
4. Review contract language together, explain why/how CBA was violated.
5. Offer adjustments that would bring activities into alignment with the CBA.
6. Gain understanding of when this will be remedied (should be nearly immediately back in alignment).

After the meeting:

If resolved: Great job! Send picture to FWEA! Briefly describe agreement (how/when):

If unresolved: Complete back of this form, call FWEA within 24 hours at 253-838-8571. (10 day timeline begins. Be sure to note the informal meeting date above.)

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GRIEVANCE INTAKE FORM (STEPS 8-14)

Name of Grievant(s) _____ Phone (w) _____
(h) _____
(c) _____

Worksite(s) _____ Home/Personal Email: _____
Position(s) _____

Number of years district service _____
Number of years Washington State service _____

Provisional Yes No
Prior direction or discipline about this issue in Personnel file? Yes No

Contractual Discipline
Brief Overview:

What portion(s) of the CBA may have been violated or compromised?

Member has given advocate a copy? Yes No
Member has recently checked personnel file? Yes No N/A
Related information in file: Yes No Requested Copy
Date last checked personnel file: _____

Building Principal: _____
Immediate Supervisor: _____
Administrator(s) whose actions are in question: _____

Names of all Association Reps and work phone extensions: