

Know Your Rights!

Remediation Plans

What is a Remediation Plan?

A remediation plan is used in the evaluation process if the evaluator determines the evaluatee's performance may be less than effective. An evaluator should use the remediation plan as a tool for improving performance in regular evaluation years only. The union contract states that every remediation plan must include:

- ✓ Specific areas where improved performance is necessary
- ✓ Resources to be made available to assist the evaluatee
- ✓ Evaluator's role in assisting the evaluatee
- ✓ Timeline for monitoring the evaluatee's performance

In no case should a union member receive a less-than-effective evaluation rating without first having the benefit of a remediation plan.

A Progress Check Conference is the first step in issuing a Remediation Plan.

If an evaluator determines that any aspect of an evaluatee's evaluation may be less than effective, it's his/her duty to hold a progress check conference with the evaluatee at least 50 work days prior to the date the final evaluation is to be issued. The union contract states that at the conference, the evaluator must:

- ✓ Communicate verbally to the evaluatee the specific objectives and criteria where satisfactory progress is not being made
- ✓ Communicate in writing to the evaluatee the specific objectives and criteria where satisfactory progress is not being made
- ✓ Issue a complete remediation plan in writing

Good Ideas for Association Representatives (AR)

- Attend the progress check conference.
- If possible, urge that the remediation plan not be issued, and that the evaluatee's performance be rated effective. Be creative in your arguments: Is the evaluatee teaching a new subject or grade level? Just back from a multi-year leave? Have they had the appropriate training and resources made available to them?
- Advocate for additional resources, or assistance from the evaluator as part of the remediation plan.
- It's the evaluator's job to follow the process, and is not the AR's duty to correct the evaluator. Errors often mean the process was not fair, and can lead to the bad evaluation being overturned later.
- Advise the evaluatee to keep a calendar dedicated to the evaluation process where s/he marks dates of observations, conferences, memos, etc. Keep your own notes on the process.
- Call a SDEA Contract Specialist to talk through next steps.

Source: Collective Negotiations Contract, July 1, 2014 – June 30, 2017 (Section 14.6.3)

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