

APPENDIX A

PEER ASSISTANCE

1.0 Purpose: The process has been developed to provide neutral, non-judgmental and remedial assistance to bargaining unit members for the purpose of improving their performance.

2.0 Team: The Peer Assistance and Review Team is to be made up of three administrators represented by AALA; one team member is to be selected by the District, one is to be selected by the employee requesting or agreeing to intervention, and one to be selected by AALA who shall serve as chairperson.

3.0 Confidentiality: In order to encourage a supportive professional relationship between the employee and the assistance team, all discussions are to be treated as confidential and private.

4.0 Joint Intervention Process:

a. The immediate supervisor (or designee) shall determine if assistance is needed. This must be in a conference letter to the employee with specific areas of need identified. The need must not only be specific in nature but a repeated problem as perceived by the immediate supervisor (or designee). However, it is understood that the peer assistance and review process may not be applicable in situations when immediate discipline or administrative action is appropriate.

b. The immediate supervisor (or designee) shall consult with the employee to determine if the employee wished to invoke the peer assistance process. If the employee does not want to do so, the regular evaluation procedure will continue. Failure of the employee to invoke the peer assistance and review process shall not be construed against the employee. If the employee selected the peer assistance and review process, the immediate supervisor (or designee) will notify AALA. AALA representatives will meet with the employee, explain the process and obtain the employee's written approval to begin the process. At that time, the 60 calendar day period begins. The employee may withdraw approval of this process at any time with full knowledge that the regular performance evaluation procedure may be initiated and/or continued.

c. The assistance team will meet with the supervisor and employee to identify needs, possible solutions and a mutual strategy for providing assistance. Assistance may take the form of direct consultation, referral to outside sources or both.

d. The peer assistance and review process shall not exceed 60 calendar days. If more time is required and requested by any party, all parties must agree. During this period, the regular evaluation process will be held in suspense. Insofar as practicable, the assistance team will meet after the close of the instructional day for school site locations.

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e. At the end of the process, the assistance team report shall issue a written report agreed upon by consensus. The report shall contain suggestions for improvement in the areas of need identified and suggestions to assist the employee and the supervisor in improving the performance of the employee. Copies of this report shall be given to the AALA president and to the Office of Staff Relations. The supervisor and the employee shall be given a summary of the results by their respective representatives. The procedure and report shall not be part of the District personnel file.

f. Notwithstanding the above, Peer Assistance and Review shall be invoked no later than 90 calendar days prior to the issuance of the Final Evaluation Report.

5.0 Self-Initiation Procedure: The employee contacts AALA.