

## **APPEALS PROCESS**

### ***LCESC APPEALS PROCESS***

Individual Professional Development Plans (IPDP) or Professional Development Activities that are denied must be modified and resubmitted to the LCESC Professional Development Committee by the next LPDC meeting. If the Plan or Activity is again denied, the employee may begin the appeals process.

To appeal a non-approved action by the LCESC LPDC, the employee must respond in writing to the LPDC Chair within twenty (20) days of notification of the LPDC decision. The appeal requires submission of Form 6 and any supportive documentation.

The employee requesting the appeal is to be present at the appeal hearing prepared to clarify and/or present to the committee.

The appeal hearing will be held no later than thirty (30) days of receipt of the appeal. The LPDC will render a decision in writing to the employee within ten (10) days of the hearing.

### ***COUNTY-WIDE APPEALS PROCESS***

An employee may appeal of the decision of the LCESC Professional Development Committee. Within ten (10) days of the LCESC Professional Development Committee's final, written decision, the employee must request a hearing before the County-Wide Appeals committee. The request is to be submitted in writing to the Chair of the LCESC Professional Development Committee by completing Form 7 and attaching any supportive documentation.

Within twenty (20) days of appeal, the Chair will assemble a County-Wide committee comprised of representatives from the Professional Development Committees of the seven Lake County school districts. The Chair will notify the employee within the same twenty (20) days of the time, location, and requirements of the hearing.

The County-Wide committee representation will be three (3) teachers and two (2) administrators representing school districts in Lake County. No more than one (1) representative per district on such committee. Members of the Educational Service Center LPDC shall not serve on an appeal requested by a LCESC employee. Both the employee requesting the appeal and the LCESC LPDC chair (or designee) must be present at the County-Wide hearing prepared to present information.

Decisions of the County-Wide Appeals Committee are final.