

# Elementary East Officer Report

## March 2019

Contact information

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Please follow chain of command and timelines when filing a grievance or complaint. When correct procedures aren't followed it hinders the grievance process.

Please let your rep know if you have been placed on an Improvement Plan.

If you are given an unsatisfactory observation rating, contact your building rep immediately.

Remember – it is YOUR responsibility to update your clearances and certificate. Please do NOT rely on RSD to remind you. If you let your clearances or certificate lapse, there is nothing REA can do to help you.

If you have a student teacher, please keep in mind that YOU are still the person responsible for your students. It is NEVER ok to leave your class unattended. A student teacher is not an employee of RSD or Kelly Services and should NOT be left alone unsupervised.

Respectfully submitted by,  
Lindsay Evans