

### THIRD-PARTY COMPLAINTS AGAINST EMPLOYEES

Any parent or guardian of a student enrolled in the Alexandria City Public Schools or any resident of the City of Alexandria may file a complaint regarding an employee of the Alexandria City School Board. Such complaint shall be filed with the Superintendent, ~~Chief Human Resources Officer, or other designees or designee.~~

If the complaint involves allegations that an employee of the Alexandria City Public Schools has abused or neglected a child in the course of his/her employment, the complaint shall be investigated in accordance with Policy JHG and Va. Code §§ 63.2-1503, 63.2-1505, and 63.2-1516.1. If the complaint involves allegations of discrimination or harassment prohibited by law or Policies GB, GBA/JFHA, or JB, the complaint will be investigated in accordance with Regulation GB-R/GBA-R/JFHA-R or JB-R/ JFHA-R.

The Superintendent, ~~Chief Human Resources Officer,~~ or designee shall provide notice and a copy of the complaint to the employee and shall provide the employee with an opportunity to respond. If, after investigation and a conference with the employee, the complaint is deemed founded, the employee shall be apprised in a written memorandum of the same and of any actions to be taken. The employee shall acknowledge receipt of the memorandum by signing a copy of the same. If the employee does not agree with the facts stated in the memorandum or action(s) to be taken, he/she may respond in writing and/or challenge the inclusion of the memorandum in his/her personnel file.

If the complaint is deemed unfounded after a reasonable administrative review, the employee shall be notified in writing and the complaint shall not be placed in the employee's personnel file, but may be maintained by the administration in a separate, sealed file if that complaint alleges civil or criminal offenses. Any dispute over such unfounded information, exclusive of opinions retained in the personnel file, or in a separate sealed file, notwithstanding the provisions of the Government Data Collection and Dissemination Practices Act, Va. Code §§ 2.2-3800 et seq., will be settled through the employee grievance procedure as provided in Va. Code §§ 22.1-306 and 22.1-308 through 22.1-314.

Individuals lodging a complaint shall be notified in writing that the complaint has been filed and is in the process of being investigated.

~~The complaint must be filed within 30 days after the alleged incident and should be processed after a reasonable period of time, normally within 45 days or less. The complaint should be filed as soon as possible after the alleged incident, usually within 15 school days, and will be processed promptly, usually within 15 days.~~ Complex situations and the availability of witnesses may require additional time to complete the investigation and render a decision.

Adopted: November 17, 1998

Amended: July 12, 2001

Amended: June 11, 2015

Amended:

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3800, et seq., 22.1-70, 22.1-78, 22.1-295.1.

Cross Refs.: GB Equal Employment Opportunity/Non-Discrimination  
 GBA Prohibition Against Harassment and Retaliation  
 GBA/JFHA Sexual Harassment/Harassment Based on Race, National Origin, Disability, Religion, Age, Gender, Gender Identity, Gender Expression, and Sexual Orientation/Hostile Work Environment

GBL     \_\_\_ Personnel Records  
GBM    \_\_\_ Professional Staff Grievances  
GBMA   \_\_\_ Support Staff Grievances  
JB       \_\_\_ Equal Educational Opportunities/Nondiscrimination  
JHG      \_\_\_ Child Abuse and Neglect Reporting

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