

THIRD-PARTY COMPLAINTS AGAINST EMPLOYEES

Any parent or guardian of a student enrolled in the Albemarle County Public Schools or any resident of Albemarle County may file a complaint regarding an employee of the Albemarle County ~~School Board~~~~Public Schools~~. Such complaint will be filed with the Superintendent or his/her designee. If the complaint involves allegations that an employee of the Albemarle County Public Schools has abused or neglected a child in the course of his/~~her~~ ~~educational~~ employment, the complaint will be investigated in accordance with Va. Code ~~§§section~~ 63.2-1503 and 63.2-1505.

Information determined to be unfounded after a reasonable administrative review will not be maintained in any employee personnel file, but may be retained in a separate sealed file by the administration if such information 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 ~~section§~~ 2.2-3800 et. seq., will be settled through the employee grievance procedure as provided in ~~Va. Code §§section~~ 22.1-306 and 22.1-308 through 22.1-314.

Individuals lodging a complaint will be sent a letter noting that the complaint has been received 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 60 days or less.

Adopted: July 1, 1993
Amended: December 8, 1997; August 9, 2007
Reviewed: May 27, 2004

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

Cross References: GB, Equal Employment Opportunity/Nondiscrimination
GBA, Prohibition Against Harassment and Retaliation
GBL, Personnel Records
JHG, Child Abuse and Neglect Reporting

THIRD PARTY COMPLAINT FORM

Please print or type all information. Return completed form to Principal/Department Head.

Employee subject to complaint

Work location/position

Nature of Complaint (give specific times, dates and locations):

Date Complaint filed

Name of Person Placing Complaint

Address:

Phone: