

HUMAN RESOURCES

Employee Rights

- I. Employees will suffer no repression for exercising any rights, or being a member of or participating in any legal activity of their professional organizations.
- II. Employees will retain their rights as citizens, including the exercise of all political rights, without reprisal.
- III. Employees shall not be compelled nor coerced by supervisors to speak out to the School Board on issues relating to the Prince William County Public Schools, nor suffer any reprisal for failing to speak out, or for speaking in favor of or against any such issue, in their role as private citizens.
- IV. Employees may have the privilege of leaving the work place for a limited period during work hours with the knowledge and permission of the supervisor.
- V. Upon request, the employee has the right to be informed of the proposed nature of any conference to be held between the employee and supervisor. When such a conference concerns dismissal, placement on probation, or suspension, or when another supervisor is present at such conference, the employee shall have the right to have present during the conference a silent witness of the employee's choice other than an attorney. Prior to the start of such conference where a silent witness is present, the attached agreement must be signed (Attachment 1).

The Associate Superintendent for Human Resources (or designee) shall be responsible for the implementation and monitoring of this regulation.

The Associate Superintendent for Human Resources (or designee) shall be responsible for reviewing this regulation in 2019.

DATE

Silent Witness Agreement

Upon request, Prince William County Public Schools (PWCS) employees have the right to be informed of the proposed nature of any conference to be held between the employee and supervisor. When such a conference concerns dismissal, placement on probation, or suspension, or when another supervisor is present at such conference, the employee will have the right to have present during the conference a silent witness of the employee's choice, other than an attorney. (Regulation 506.03-1, Employee Rights)

During such conference, the person serving as the silent witness is expected to:

- Refrain from any written, verbal, or nonverbal communication with the employee or supervisor(s) until and unless invited to do so by the administrator;
- Maintain a professional demeanor; and
- Respect the confidentiality of the information shared.

Conferences regarding the Professional Performance Process (Mid-Year Reports, Professional Growth Plans, Professional Improvement Plans, collections of evidence, observations, and Observation Reports) are evaluative in nature and are not considered disciplinary under Regulation 506.03-1.

I am serving as a silent witness for a PWCS employee: _____

I have read the expectations for serving as a silent witness in PWCS and agree to abide by them. I understand that failure to do so can result in the suspension of privileges under this regulation.

Name

Date

Title

Professional Association
(if applicable)