

HUMAN RESOURCES

Complaints Against Employees Other Than Discrimination or Grievances

Any complaints concerning employees which allege improper conduct or a failure to fulfill job responsibilities shall be viewed seriously and investigated thoroughly. However, anonymous complaints will not be considered, unless the allegations pertain to criminal activity (e.g., child abuse, misappropriation of funds). The appropriate associate superintendent and the Prince William County Department of Social Services must be notified immediately of any case where child abuse or neglect is alleged, even if the complaint is made anonymously, as required by Regulation 771-1, Child Abuse and Child Abuse Reporting Procedures.

This regulation does not apply to grievable actions covered by Regulations 508.01-1, Procedures for Adjusting Grievances for Certificated Employees, and 508.02-1, Procedures for Adjusting Grievances for Administrative and Classified Employees, nor to complaints of discrimination or harassment covered by Regulations 507-1, Complaint Procedures for Claims of Discrimination in Employment, or 507.01, Sexual Harassment Involving Employees.

It is the objective of the Prince William County School Board that a complaint be processed as rapidly as possible, and in a manner which does not interfere with the normal operation of the schools. Every effort will be made to complete the investigation within ninety (90) days of receipt of a written complaint. Complaints shall be addressed and resolved at the lowest possible administrative level. Retaliation against a complainant for filing a complaint under this regulation is strictly prohibited. The following process shall be used to investigate the validity of the complaint:

I. Informal Complaints

- A. In order to address any alleged improper conduct or failure to fulfill job responsibilities, the concern should be discussed by the complainant with the applicable supervisor as soon as the complainant becomes aware of the alleged improper conduct.
- B. An informal internal investigation of the complaint shall be conducted as soon as practicable, which may include, at the discretion of the person conducting the investigation, interviewing the complainant, the accused, and any other witnesses, and reviewing any supporting documentation provided by the complainant or the accused. When appropriate, the person who is the subject of the complaint shall be informed of the complaint against him/her, and shall be provided an opportunity to respond and provide any information supporting his/her response to the complaint. The employee may be accompanied by a silent witness during such meeting. Such silent witness may be another employee or a representative of the employee's professional organization, but shall not be an attorney. Attorneys

shall only be allowed at such meetings with the approval of the Associate Superintendent for Human Resources after consultation with Division Counsel.

- C. In the event the complaint is not resolved informally, the employee may file a written formal complaint.

II. Formal Complaints

The complainant shall complete the Complaint Form (Attachment A to this regulation) in its entirety.

- A. Complaints concerning personnel other than administrators, shall be forwarded to the principal/administrator. It is the responsibility of the principal/administrator to contact the appropriate associate superintendent immediately upon receiving the complaint who shall notify the Associate Superintendent for Human Resources.
- B. Complaints against principals/administrators shall be immediately forwarded to the appropriate associate superintendent, who shall notify the Associate Superintendent for Human Resources.

III. Investigation of Complaints

- A. At the direction of the appropriate associate superintendent and the Associate Superintendent for Human Resources, the principal/administrator may be asked to conduct an initial investigation of the complaint or the matter may be referred to the Office of Risk Management and Security Services for investigation. The person who is the subject of the complaint shall be informed of the complaint against him/her at a time deemed appropriate during the course of the investigation and shall be provided an opportunity to respond to the allegations. The employee may be accompanied by a silent witness during such meeting. Such silent witness may be another employee or a representative of the employee's professional organization, but shall not be an attorney. Attorneys shall only be allowed at such meetings with the approval of the Associate Superintendent for Human Resources after consultation with Division Counsel.
- B. Information from the investigation will be kept confidential, except to the extent that limited disclosure may be necessary in order to conduct a full and fair investigation, allow the accused to respond, take remedial action, or answer a governmental or judicial inquiry. The School Division cannot promise any witness or complainant anonymity.
- C. The principal/administrator or Office of Risk Management and Security Services shall forward his/her findings and recommendations, and any relevant information

to the Deputy Superintendent and the Associate Superintendent for Human Resources. They and the appropriate associate superintendent shall determine whether the complaint is unfounded or founded, and if founded, what, if any, disciplinary actions or remedial measures are required.

- D. In appropriate cases, the use of a polygraph examination may be considered. Any decision to use a polygraph examination shall be made by the Associate Superintendent for Human Resources in conjunction with the Director of Risk Management and Security Services. An employee may refuse to take a polygraph test without being subject to disciplinary action or retaliation.
- E. Employees are expected to be cooperative and truthful in sharing pertinent facts to any investigation. Providing false or misleading information or failure to disclose appropriate material may be grounds for disciplinary action.
- F. Upon completion of the investigation of a formal complaint, the complainant will be given a written determination within 15 working days from the Department of Human Resources.

The Associate Superintendent for Human Resources (or designee) is responsible for monitoring and implementing this regulation.

The Associate Superintendent for Human Resources (or designee) is responsible for reviewing this regulation in 2017.

Instructions for Employees Filing of a Complaint Other Than Discrimination and/or Grievance

To file a formal complaint, this form must be completed in its entirety. The form should be signed and mailed, or hand-delivered, to the appropriate principal/administrator. A complaint written as an e-mail will not be accepted. Complaints against principals/administrators shall be immediately forwarded to the appropriate associate superintendent, who shall notify the Associate Superintendent for Human Resources.

Retaliation against anyone lodging a complaint is strictly prohibited and will not be tolerated.

PART I: COMPLAINANT

Name _____

Employee ID _____

Work Location _____ Job Title _____

Telephone Number _____

Immediate Supervisor's Name _____

Immediate Supervisor's Work Phone Number _____

PART II: COMPLAINT

1. List the name(s) of person(s) subject to your complaint.

Name	School or Location	Position

2. Include specific actions or comments that support your complaint of misconduct or failure to fulfill job responsibilities. Specify date, time, and location for each incident whenever possible.

If additional space is needed, please add additional paper and attach to this form.

3. List all witnesses or people who can verify your allegations.

Name	School or Location	Position	Work Phone

PART III: RESOLUTION OF COMPLAINT (Optional)

What actions do you think should be taken to resolve your complaint?

Complainant's signature

	Date
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**ASSOCIATE SUPERINTENDENT FOR HUMAN RESOURCES
EQUITY AND COMPLIANCE OFFICER**
Prince William County Public Schools
P.O. Box 389
Manassas, Virginia 20108
FAX: 703.791.8033