

### THIRD-PARTY COMPLAINTS AGAINST EMPLOYEES

Any resident 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.

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 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, 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.

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. 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

Legal Refs.: Code of Virginia, 1950, as amended, §§ [2.2-3800](#), *et seq.*, [22.1-295.1](#).

Cross Refs.: GB Equal Employment Opportunity/Non-Discrimination  
GBA Prohibition Against Harassment and Retaliation  
GBL Personnel Records  
JB Equal Educational Opportunities/Non-Discrimination  
JHG Child Abuse and Neglect Reporting