

PERSONNEL

File: GBLA

THIRD PARTY COMPLAINTS
AGAINST EMPLOYEES

Any parent or guardian of a student enrolled in the Charlottesville City Schools or any resident of Charlottesville City may file a complaint regarding an employee of Charlottesville City Schools. Such complaint shall be filed with the superintendent or his/her designee. If the complaint involves allegations that an employee of the Charlottesville City Public Schools has abused or neglected a child in the course of his educational employment, the complaint will be investigated in accordance with Va. Code §§ 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 §§ 2.2-3800 et seq., will be settled through the employee grievance procedure as provided in §§ 22.1-306 and 22.1-308 through 22.1-314.

Individuals logging a complaint shall be sent a letter noting 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 60 days or less.

Adopted: February 19, 1998
Revised: March 20, 2008

Legal Reference: Code of Virginia, 1950, as amended, sections 2.2-3800 et.seq., 22.1-70, 22.1-78, 22.1-295.1, 63.2-1516.1

Cross References: GB Equal Employment Opportunity/Nondiscrimination
GBA/JFHA Sexual Harassment/Harassment Based on Race,
National Origin, Disability and Religion
JB Equal Educational Opportunities/Nondiscrimination
JHG Child Abuse and Neglect Reporting