

**ADMINISTRATIVE PROCEDURES FOR THE INVESTIGATION
OF COMPLAINTS AGAINST DISTRICT EMPLOYEES**

KLD

Careful investigation and consideration of complaints regarding district employees, and due regard for the rights of the persons involved, requires a procedure that balances the various interests of citizens, students and employees. This procedure represents an appropriate balancing of those interests.

Upon receipt of a complaint regarding alleged job-related inappropriate conduct of (or by) a district employee, the district will proceed consistent with the following procedures:

1. The district administrator, principal, or designee will investigate the complaint.
2. Public authorities/agencies shall be informed if the allegations made constitute conduct which is required by law to be reported.

If the allegations made constitute conduct which is required by law to be reported, the employee shall be suspended with pay pending the investigation as called for in this policy. If said investigation is closed as unfounded or it is determined the conduct is not of a reportable nature, the employee may be reinstated until further discipline, if any, is determined in accordance with this policy.

3. The employee(s) complained against will be informed of the general nature of the complaint.
4. The employee will be accorded an opportunity to discuss the complaint with the district administrator, principal, or designee, or submit a written response.
5. The employee under investigation may be accompanied by a representative, if desired, in any discussion of the matter with the district administrator, principal, or designee.
6. Where the complaint involves alleged employee conduct toward or witnessed by students, the district administrator, principal, or designee will secure the student's(s') recollections. Interrogation of students by or on behalf of the employee(s) under investigation or suspicion is not permitted except in the presence of the district's investigator and with the prior notification of the parent/guardian by the school district.

If the parent/guardian or employee is not satisfied with the result of the discussion, either may appeal to the Board of Education in accordance with applicable policy. The decision of the board shall be final in all cases.

Whenever a complaint is made directly to the board as a whole, or to a board member as an individual, it shall be referred to the district administrator for study and recommendation.

Initial Adoption: 8/31/20

Final Adoption: 9/14/20

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DISTRICT POLICY REF: Policy GBAB - Title IX employee harassment complaints
Policy GBAA - employee harassment unrelated to Title IX

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