

GADSDEN COUNTY SCHOOL DISTRICT

Administrative Procedures

COMPLAINTS RELATING TO EMPLOYEES

- I. Any complaint involving serious charges against an employee of the School board shall be referred to the Superintendent and shall be investigated by him.
 - A. The Superintendent may direct a designee collect documentation of the complaint from all relevant parties.
 - B. Such documentation shall include but is not limited to written statements, photographs, camera footage, and arrest records.
- II. It is the duty of all employees to report to the Superintendent or designee alleged misconduct by any School Board employee that affects the health, safety or welfare of a student as required by Florida Statute and School Board policy.
 - A. District employees may be mandated to submit to an interview (with the presence of union representation should they desire) and/or provide a written statement.
 - B. District employees under investigation may be suspended with or without pay, as supported by Board policy, pending the outcome of the investigation.
- III. Any formal complaint against an employee which involves serious charges shall be in writing and shall bear the signature of the person making the complaint.
- IV. Where Board action is required, the Superintendent shall report the results of his investigation to the Board for its consideration and action.
- V. If a complaint is filed against a certified member of the instructional or administrative staff which is legally sufficient, the Superintendent shall (through the Office of the Human Resource Director, within thirty (30) days after receiving such complaint, file a written copy of the complaint with the Department of Education for investigation.