

### **THIRD-PARTY COMPLAINTS AGAINST EMPLOYEES**

Any parent or guardian of a student enrolled in Maggie L. Walker Governor's School or any resident of the metro Richmond area may file a complaint regarding an employee of the Maggie L. Walker Governor's School Regional Board. Such complaint should be filed with the director or his/her designee. If the complaint involves allegations that an employee of the Maggie L. Walker Governor's School Regional Board has abused or neglected a child in the course of his employment, the complaint will be investigated in accordance with Va. Code §§ 63.2-1503, 63.2-1505, and 63.2-1516.1.

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 Va. Code\_ §§ 22.1-306 and 22.1-308 through 22.1-314.

Individuals lodging a complaint will be notified in writing that the complaint has been received and is being investigated.

The complaint should be filed as soon as possible after the alleged incident, usually within 15 school days and will be processed promptly, usually within 15 days.

Adopted: October 17, 2013

Amended: June 16, 2016

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3800 et seq., 22.1-70, 22.1-78, 22.1-295.1.

Cross Refs.: Pol. No. 5012 Equal Employment Opportunity/Nondiscrimination  
Pol. No. 5011 Prohibition Against Harassment and Retaliation  
Pol. No. 5001 Personnel Records  
Pol. No. 8001 Equal Educational Opportunities/Nondiscrimination  
Pol. No. 4012 Child Abuse and Neglect Reporting