EMPLOYEE ALLEGATIONS: REPORTING AND RESPONSE PROCESS

Principal-Director

- Notify Assistant Superintendent
- Complete Employee Allegation Packet, including statements
- Submit Packet to Assistant Superintendent
- If appropriate, contact DFACS within 24 hours of incident
- If the outcome is remand back to school or department, coordinate with Assistant Superintendent on next steps

Assistant Superintendent

- Review Allegation Packet
- Communicate relevant information to the Chief of Human Resources
- Initiate further investigation.
  1. Criminal behaviors: Notify public safety for further investigation.
  2. Ethical Violations: Notify GaPSC Investigator for further investigation.
- Present the case details to the personnel committee for review.
- Inform the principal-director of the outcome.
- If the outcome is a summary of conference or letter of advisement, issue the document to employee and submit a signed copy to HR

Chief of Human Resources

- Review allegation information and discusses next steps with Assistant Superintendent
- Consult with Board Attorney and make a decision regarding the placement of employee during investigation.
- Meet with employee and share the next steps and placement details during the investigation
- Receive letter from Board Attorney within 7-10 days
- Review and prepare letter for necessary signatures
- If the outcome involes a reprimand, leave with/without pay or termination meet with employee and issue letter.