

## 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 School Board. Such a complaint should be filed with the Superintendent or Superintendent's designee. If a complaint involves allegations that an employee of the Charlottesville City School 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 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 Va. Code §§ 22.1-306 and 22.1-308 through 22.1-314.

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

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

Adopted: February 19, 1998  
Revised: March 20, 2008  
Revised: June 25, 2013  
Revised: June 26, 2014

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Legal References: Code of Virginia, 1950, as amended, §§ 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 Prohibition Against Harassment and Retaliation  
GBL Personnel Records  
JB Equal Educational Opportunities/Nondiscrimination  
JHG Child Abuse and Neglect Reporting