

## THIRD-PARTY COMPLAINTS AGAINST EMPLOYEES

Any parent or guardian of a student enrolled in the Portsmouth Public Schools or any resident of Portsmouth may file a complaint regarding an employee of the Portsmouth City School Board. Such complaint should be filed with the superintendent or superintendent's designee. If the complaint involves allegations that an employee of the Portsmouth City School Board has abused or neglected a child in the course of his employment, the complaint will be investigated in accordance with the Virginia legal code §§ 63.2-1503, 63.2-1505 and 63.2-1516.1.

Information determined to be unfounded after a reasonable administrative review is not 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, the Virginia legal code §§ 2.2-3800 et seq., is settled through the employee grievance procedure as provided in the Virginia legal code §§ 22.1-306 and 22.1-308 through 22.1-314.

Individuals lodging a complaint are 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: December 19, 1996  
 Revised: September 20, 2001  
 Revised: May 22, 2008  
 Revised: February 26, 2009  
 Revised: July 2, 2009  
 Revised: February 6, 2014  
 Revised: May 22, 2014  
 Revised: May 9, 2019  
 Revised: June 25, 2020

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

Cross Refs.:	GB	Equal Employment Opportunity/Nondiscrimination
	GBA/JFHA	Prohibition Against Harassment and Retaliation
	GBL	Personnel Records
	GBM	Professional Staff Grievances
	GBMA	Support Staff Grievances
	JB	Equal Educational Opportunities/Nondiscrimination
	GAE	Child Abuse and Neglect Reporting