

## Plainville Board of Education Procedures for Reporting of Personnel Issues/Complaints

### **Purpose:**

To outline the procedure for reporting concerns and complaints without fear of retaliation or retribution, in alignment with related district personnel policies.

### **Reporting Responsibilities:**

The procedure for reporting of personnel issues/complaints enables employees and the community to raise serious concerns internally to address inappropriate conduct, safety concerns and actions. It is the responsibility of all employees and volunteers to report concerns including violations of the Plainville Board of Education's Code of Ethics or suspected violations of laws or regulations such as knowledge of a concern of illegal or dishonest/fraudulent activity.

### **Reporting Procedures:**

The Plainville BOE has an "open door" policy for employees to share their questions, concerns, suggestions or complaints. If an employee is not comfortable speaking with their supervisor, or if they are not satisfied with their supervisor's response, they are encouraged to speak with the Director of Human Resources, Assistant Superintendent, or the Superintendent.

Supervisors and managers are *required* to report complaints or concerns about suspected ethical and legal violations to the Director of Human Resources, Assistant Superintendent or Superintendent, who have the discretion to investigate reported complaints as warranted. Reporting to supervisors does not preclude employees from working with their collective bargaining leadership (if applicable).

Employees with concerns or complaints may also submit them in writing directly to their supervisor, Director of Human Resources, the Assistant Superintendent, or the Superintendent who are responsible for determining if an investigation or other action is warranted. If an investigation was conducted, the investigator will provide a formal resolution.

### **No Retaliation:**

It is against the law and contrary to the values of the Plainville Community Schools for anyone to retaliate against any employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, harassment, knowledge of a concern or illegal or dishonest/fraudulent activity or other suspected wrongdoing. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds to believe the information disclosed indicates a violation. Any allegations that prove not to be substantiated, and which prove to have been made maliciously or knowingly to be false, will be viewed as a serious disciplinary offense.

Reports of violations or suspected violations will be kept as confidential to the extent possible, consistent with the need to conduct an adequate investigation.

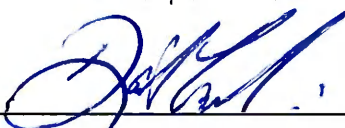
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