

P4004 WHISTLEBLOWER

BOARD POLICY:

Employees who, in good faith, report and/or cooperate in investigations including but not limited to, suspected fraud, financial improprieties, irregularities, or conflicts of interest (hereafter jointly referred to as “Violations”) will not be subject to retaliation, harassment, discrimination or other adverse employment actions. Fraudulent complaints will result in discipline, up to and including termination, or other discipline of the person making the fraudulent accusation.

Administrative Implemental Procedures:

1. Action in Good Faith. Acting in good faith, means the Employee must have reasonable grounds for believing the information disclosed indicates a violation. Any complaint of a violation which is not substantiated and which is proved to have been made with malicious intent or was known to be false by the reporter will constitute a serious disciplinary offense.
2. It is the responsibility of the Board of Education members and employees to report violations or suspected violations in good faith.
3. An employee should report violations to his or her immediate supervisor. If the employee is not comfortable speaking with his or her supervisor or if he or she is not satisfied with the supervisor’s response, the employee may contact the Title IX Director, Chief Human Resources Officer or other Administrator or Supervisor.
 - a. Supervisors and Administrators are required to report suspected violations to the Title IX Director. Failure to do so will result in adverse employment actions.
 - b. An alleged violation involving a Board of Education member will be reported to the Board of Education President. The Board of Education President will seek the assistance of the Board of Education’s General Counsel to investigate the matter.
 - c. If the alleged violation involves the Board President, the report will be made to the Board of Education’s General Counsel.
 - d. Violations concerning misconduct by the Chief Human Resources Officer will be investigated by the Superintendent or other designee.
4. Anonymous reports of violations may be sent to the District compliance officer in Human Resources.
5. The Title IX Director and his/her designee are responsible for investigating and resolving reported complaints and allegations.
6. The Title IX Director will promptly investigate reported violations and will take appropriate corrective action if warranted by the investigation. The District compliance officer will keep the Superintendent informed concerning reports.
7. An employee who retaliates against someone who has reported a Violation in good faith is subject to disciplinary action up to and including termination of employment.

Administrative Responsibility: Human Resources

Latest Revision Date: July 2019

Previous Revision Date: August 2012 P4004