

**CHAPTER 6.00 – HUMAN RESOURCES**

**COMPLAINTS AGAINST EMPLOYEES**

**6.36\*+**

- I. Anyone who has a complaint about a Santa Rosa County School District employee may submit his or her complaint to the Superintendent, an Assistant Superintendent, appropriate Director, or another administrator. The complainant must identify him or herself and submit the complaint in writing if possible. The administrator will take written notes of the specific information and investigate or forward to another appropriate administrator for investigation. No action, including a letter to the employee’s personnel file, shall be taken by the administrative staff or School Board on the basis of a complaint, unless the matter is first reported to the employee, and he or she is furnished with a written copy of the complaint.
- II. It is the duty of all employees to report to the Superintendent alleged misconduct by any School Board employee that affects the health, safety or welfare of a student as required by Florida Statute and School Board policy.
- III. The Superintendent or designee shall report to the Department of Education legally sufficient complaints against certificated employees within thirty (30) calendar days after the date on which the complaint comes to the attention of the School District.
- IV. Failure of any employee to report to the Superintendent or Assistant Superintendent of Human Resources within forty-eight (48) hours a legally sufficient complaint shall result in disciplinary action.
- V. The Superintendent shall develop procedures to comply with the reporting requirements for legally sufficient claims.

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 1001.42, 1001.43, 1012.22, 1012.796, F.S.

**HISTORY:** **ADOPTED: 07/01/2002**  
**REVISION DATE(S): 04/26/04; 08/10/2006;**  
**01/22/2009**  
**FORMERLY: NEW**