

BOARD PROCEDURE

Descriptive Code: GBK

PROFESSIONAL PERSONNEL SUSPENSION

Date: July 27, 2009

When system administrators receive allegations **or reports** of **the misconduct of an employee** which, if substantiated, **could result in** disciplinary action under O.C.G.A. 20-2-940, et seq., the following steps should be taken:

1. The Superintendent **or the Superintendent's designee should** be notified immediately of the act or allegation.
2. The Superintendent **or the Superintendent's designee** will meet with the supervisor to discuss the **matter** and determine if further **inquiry or** investigation is necessary.
3. If **an** investigation is warranted, the Superintendent **or the Superintendent's designee may consult with** the school district attorney **and** will plan a course of action with the supervisor, **which may include interviewing witnesses when appropriate.**
4. The Superintendent **or the Superintendent's designee** should be present with the supervisor during questioning of any witnesses and/or the **employee. When** student witnesses are to be questioned, **the parent/guardian of such students** should be notified.
5. **At the discretion of the Superintendent or the Superintendent's designee,** a tape recording **may** be made of all questioning and maintained until the matter is completely resolved.
6. **Upon completion of the inquiry into or the investigation of the matter, in consultation with the Superintendent's designee, the supervisor will review and report to the Superintendent all information related to the matter, including a recommendation for action if appropriate, and such action will also include a report to the Professional Standards Commission when indicated.**
7. **When disciplinary action is warranted,** the Superintendent will produce a written record of the final personnel action and place a copy in the employee's personnel file. **In those cases where more formal due process is required before a final decision is reached, the Superintendent may consult with the school district attorney to assist in preparing and presenting the appropriate case to the final decision maker.**

ADOPTED: 10/26/94

REVISED: 8/7/00

Columbia County Board of Education