



## PERSONNEL

### Staff Conduct

When the Superintendent possesses sufficient reliable information to believe that a certificated employee is not of good moral character or personally fit or has committed an act of unprofessional conduct as they teach or supervise children, he/she shall file a written complaint with the Superintendent of Public Instruction, within a reasonable period of time of making such determination.

Such written complaint shall state the grounds for revocation and summarize the factual basis upon which a determination has been made that an investigation by the Superintendent of Public Instruction is warranted. The Superintendent need not file such complaint until ten calendar days after making the final decision to serve or not serve formal notice of discharge.

Intentional failure to file a complaint is an act of unprofessional conduct and may be sufficient cause for revocation of the Superintendent's professional education certificate. A staff member may voluntarily surrender his or her certificate.

The Superintendent shall maintain a confidential file containing allegations and the findings related to his/her investigation.