

REVISED POLICY - VOL. 28, NO. 1**REQUIRED REPORTS AND PROTECTION OF WHISTLEBLOWERS**

The School Board recognizes that its employees teach its students by example and serve as a role model for students. It therefore requires that they exemplify high standards of honesty and integrity and comply with Indiana and Federal ~~law, law~~ **and** Board policies and administrative guidelines in their words and actions. To implement these expectations, the Board requires its employees to report possible violations of these Board standards to their immediate supervisor.

An employee who is aware of words or acts of a Board member or employee that may violate Federal or Indiana law, Board policy, or administrative guidelines shall bring the words or actions to the attention of the employee's immediate supervisor. If the immediate supervisor does not respond within a reasonable time, or the immediate supervisor is the officer or employee whose words or actions are in question, the employee shall make the report required by this policy to the ~~Superintendent~~ **Executive Director**. If the words or acts that violate this policy are the ~~Superintendent~~ **Executive Director's** words or acts, the report shall be made to the Board president. **An employee also may report suspected malfeasance, misfeasance or nonfeasance by a public officer to the State Board of Accounts.**

Employees are subject to disciplinary action, up to and including termination for knowingly or recklessly making a false report under this policy or failing to make a report required by this policy.

After a verbal report of a violation of this policy is made, the immediate supervisor will direct ~~that the~~ reporting employee **to** put the report in writing. If a reporting employee requires assistance in making a written report, the immediate supervisor shall assist the reporting employee.

Formatted: Tab stops: 3.96", Left

An employee making a report required by this policy shall be protected from discipline, retaliation, or reprisal for making a report required by this policy as long as the employee had a good faith belief in the truth and accuracy of the information reported at the time of the report. A report in compliance with this policy is not required if the employee confirms that another employee has reported the same words or actions.

~~The Superintendent Executive Director shall develop administrative guidelines necessary for implementation of this policy, including the development of forms for the reports required by this policy.~~

I.C. 5-11-1-9.5

I.C. 36-1-8-8

Formatted: Left

© NEOLA 20112015