



Education Interim Committee Meeting

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Communications and Community Relations**

May 21, 2025



Process for Handling Allegations of Misconduct Against Employees



General Overview of Process

1. Allegation reported
 - By students, parents, teachers, administrators, community member, Safe UT, etc.
2. Relevant administrator determines if an investigation is needed
3. Investigation conducted
 - Investigation conducted by the most relevant administrator depending on the nature of the complaint (i.e., school principal, Title IX officer, etc.)
 - Interim measures implemented, as needed, to ensure safety for students and/or staff.
4. Appropriate action taken based on investigation outcomes

Additional steps (such as reporting to outside agencies like DCFS, SLCPD, UPPAC) may be required based on the nature of the allegations.

Process for Handling Allegations of Misconduct Against Substitute Teachers





Due Diligence Prior to Hiring

- Effective substitute teachers are critical to our ability to meet students' educational needs. ([Board Policy P-5](#))
- All employees – including substitute teachers – MUST pass a fingerprint and criminal background check.
 - Fingerprints remain in our system for ongoing monitoring. This means if they are involved in criminal activity after being hired, the district will receive notification.



Due Diligence Prior to Hiring

- Prior to being placed in a classroom, substitute teachers **MUST** complete required training on topics including:
 - Title IX compliance, child abuse mandatory reporting, and recognizing and responding to bullying
- Training must be completed annually.
- Substitute teachers must complete new employee orientation.



Additional Information

- School administrators are asked to provide feedback via a [substitute teacher report form](#).
 - Form used when an administrator needs to report concerns or wants to highlight commendable actions from a sub
- The district has an administrator in Human Resource Services department tasked with overseeing substitute teachers



Process for Allegations of Misconduct Against Substitute Teachers

1. Allegation reported
 - By students, parents, teachers, administrators, community member, Safe UT, etc.
2. Relevant administrator determines if an investigation is needed.
3. Investigation conducted
 - Interim measures implemented, as needed, to ensure safety for students and/or staff. May include removal from the classroom.
4. Appropriate action taken based on investigation outcomes

Additional steps (such as reporting to outside agencies like DCFS, SLCPD, UPPAC) may be required based on the nature of the allegations.



Thank you