

Employment
Series 400

Policy Title: Disclosure of Wrongful Conduct (Whistleblower Policy) Code No. 416

Policy Statement

Heartland AEA employees are to fulfill the public's trust and conduct themselves in an honorable manner, abiding by all Heartland AEA policies and applicable state and federal laws. The Board expects violations to be made known through a process that protects the rights of all involved.

Scope of Policy

An individual who has questions or concerns about the propriety or legality of a Heartland AEA employee's conduct will be supported in expressing their concerns through a confidential investigation process. Employees who know or have reasonable cause to believe that wrongful conduct has occurred should report such mismanagement, fraud, or abuse to the human resources manager, chief administrator, or Board president.

The term *wrongful conduct* includes the following:

- Theft of Heartland AEA money, property, or resources
- Misuse of authority
- Fraud
- Violation of the Iowa Board of Education Examiners Code of Professional Conduct and Ethics, 282-25
- Violations of federal and state laws
- Violations of Heartland AEA policy or procedures

Accountability Overview

The Board will hold the chief administrator accountable for conducting fair and complete investigations of all complaints pertaining to employees other than the chief administrator.

- If an employee's complaint pertains to the chief administrator, the Board president should receive the complaint and employ legal counsel as necessary.
- If the Board president has a complaint pertaining to the chief administrator, they may consult with legal counsel.
- If an employee's complaint pertains to a Board member, it should be directed to the chief administrator.

Date of Adoption:

August 10, 2010

Reviewed: 7/04, 4/09, 9/09

Amended: 4/09, 9/09, 12/13, 11/15, 8/8/17, 5/12/20