

Three typical kinds of investigations being conducted when there is an allegation involving a child.

1. **Criminal** — depending upon the seriousness of the allegation, an investigation may immediately be commenced by a local police agency, or by a combined unit from the police and prosecutor's office.
2. **Child Protective Services** — if an allegation of suspected child abuse or neglect is called into CPS and is accepted for investigation, then a caseworker will immediately be assigned to investigate the allegation. Typically, this investigation is performed jointly with the local police agency if that agency has also decided to investigate the case.
3. **School System** — Once the school system has been made aware of an allegation of child abuse or neglect against an employee of the system, it cannot commence its investigation until after the investigations by the local police agency and CPS are completed unless permission is given from the local police agency or CPS to the system. Once those investigations are concluded, however, the school system will commence its own investigation and decide what if any disciplinary action is warranted.

EACC Members:

CALL — the EACC office! Your UniServ Directors are here to help you.

Not a member?

We can still help you at the local level if you were not a member at the time of the allegation.

But you need to JOIN NOW!



AFSCME - Council 3—Local 2981—
CCBOE non-certificated staff—
contact your union representative!
Use the QR Code below to join AFSCME.



105 Centennial Street, Suite H
La Plata, MD 20646

Phone: 301-392-0150
Fax: 301-392-0151
www.teameacc.org
aholmes@mseane.org

Administrative Reassignment Guidance

What to expect

On day one, you were most likely asked to report to central office and given notice of being put on administrative reassignment.

Now what?

First, breathe!

There are some positives to consider:

1. You are still being paid.
2. You haven't lost your job.
3. Many cases don't result in termination.

Remember:



DON'T TALK — to anyone about the case. Tell the

principal, police officer, or social worker that you will happy to answer questions after you contact the union.

Even if you have to postpone a meeting.

DO SAY — *I will be more than happy to answer your questions/write a statement once I speak with my AFSCME union rep or EACC/MSEA attorney.*



EACC PHONE: 301-392-0150

Things you should do immediately:

1. Call your UNION! They are there to help guide you.
2. Write out your statement while it is fresh in your mind, if the nature of the allegation was told to you. Otherwise make notes of any interactions you had that may be concerning. Do not give this to anyone until you complete step 1. (Be sure to include time, location, others present; do not include any opinions, just state the facts.)
3. DO NOT speak to anyone about your case from outside agencies without consulting your EACC Lawyer or AFSCME representative— you have the right to have representation and speaking without one isn't ever a good idea.

Other things you can do to make your reassignment easier:

1. Share any suggestions you have about departments at central office that could use your expertise with the CCPS investigator. Staying busy with your work or work being given to you is better than being idle.
2. Central Office staff are not aware of the circumstances of your

situation. No one will ask or look down on you.

3. Bring your laptop to stay current on emails, work that is part of your assignment, professional learning, or anything you haven't had the time to do during the school year that you can do remotely. Tasks needed by Central Office may be assigned.
4. Employee Assistance Program—Free and Available to you —877.465.0865

Time:

1. This can be a long and tedious process. Do not start taking off; come to work consistently. Be sure to enter any leave in Oracle.
2. Do not expect to be back in your school quickly. Investigations will take time to complete.
3. EACC/AFSCME will be checking in with CCPS, Child Protector Services (CPS), the Sheriff's Office and the State's Attorney on your behalf.
4. You can call or email the EACC/AFSCME with any questions or concerns you have.
5. You can ask the investigator for updates periodically.

Process:

1. Placed on admin. reassignment
2. Report to the central office until further notice.
3. Sign in/out everyday using the system shared with you.
4. You may be interviewed by the Sheriff's Office or CPS if the matter was reported to an outside agency.

5. CPS/the Sheriff's Office will review your case but timelines may vary based on the allegation.
6. Once a decision has been made by CPS/Sheriff, the case gets sent to the State's Attorney for review.

If You Were Cleared:

1. You will be contacted by the CCPS internal affairs investigator.
2. You will have a meeting with the investigator (again, with proper union representation).
3. At this meeting, you will be asked for your statement and asked questions for clarity.
4. The investigator will write a report and submit to Human Resources (HR).
5. HR will schedule a meeting with you to go over next steps.
6. You may be placed back at your school, or in a different assignment based on the circumstances of your case.
7. HR actions will depend on whether or not you violated CCPS policies for employees.
8. Once a finding has been determined appropriate actions will be communicated.

