

What happens in Equity and Employee Relations (EER)?

The Office of Equity and Employee Relations (EER) provides consultation and support to FCPS employees, principals, administrators, and managers in all areas of performance management, including but not limited to employee evaluations and progressive discipline. EER responds to all complaints of discrimination based on a protected class; facilitates all ADA accommodations requests and oversees internal investigations and civil rights compliance.

Performance Management

Performance Expectations

EER provides guidance to program managers in setting clear and defined expectations with their employees regarding performance and conduct; and provides support in defining expectations in relation to written performance standards and job specifications. EER also manages the Intervention Team program, and Colleague Assistance Program for teachers.

Employee Evaluations

Employee evaluations are designed to provide all employees with important feedback about their performance and increase opportunities for professional growth and development. For more information about the performance evaluation processes see:

<https://hub.fcps.edu/organizations/performance-management>

Progressive Discipline

EER provides support and guidance to program managers regarding disciplinary matters based on performance and conduct. EER provides guidance on types of documentation needed to manage the levels of conduct or performance issues. Proper documentation and consistently communicating with an employee to discuss concerns are essential steps in the performance management process.

EER ensures that employees are consistently following all FCPS' policies and regulations. For more information see: <https://www.fcps.edu/policies-and-regulations>

Reasonable Suspicion and Drug & Alcohol Testing

Anytime there is cause for reasonable suspicion that an employee may be misusing alcohol or abusing other substances, EER manages the testing process for program managers. The school system, in any job-related context, does not tolerate the possession of alcohol or illegal drugs or the unlawful use of prescription drugs by its employees. The school system also does not tolerate the possession, use, or sale of illegal drugs by its employees in any situation, whether in or out of the workplace.

Internal Investigations

EER investigates allegations of employee gross and/or criminal misconduct and works closely with Child Protective Services and Fairfax County Police Department.

Complaints of Discrimination and Workplace Harassment

Discrimination

EER responds to all complaints of discrimination based on a protected class such as: sex, age (over 40), race, color, disability, marital status, religion, national origin, genetic information, sexual orientation, and gender expression. Retaliation for participating in the complaint process is also prohibited.

Discrimination is treating someone differently such that it results in an adverse employment action. For more information see: <https://www.fcps.edu/filing-a-complaint-of-discrimination>

Workplace Harassment

EER responds to all complaints of workplace harassment. Workplace harassment any aggressive and unwanted conduct that is intended to harm, intimidate, or humiliate; that involves a real or perceived power imbalance between the aggressor and the victim and is repeated over time or causes severe emotional trauma. For more information or to file a complaint see:

<https://hub.fcps.edu/organizations/eer/basic-page/workplace-bullying-harassment>

Title IX Investigations

The EER Title IX team is responsible for the division-wide response to reports of Sexual Harassment affecting students. The Title IX team is responsible for conducting investigations under Regulation 2118 and providing support and consultation to principals, program managers and supervisors. For more information see: <https://hub.fcps.edu/organizations/title-ix>

ADA Accommodations

The Americans with Disabilities Act (ADA) prohibits discrimination against people with disabilities and requires employers to provide reasonable accommodations to employees who qualify as an individual with a disability. The ADA defines a disability a serious physical or mental impairment that substantially limits a person's a major life activity. Any employee who believes that he or she has a disability and needs a reasonable accommodation to perform his or her job should contact EER. More information about the ADA accommodation process is available here: <https://hub.fcps.edu/organizations/equal-employment>

Also, any employee or applicant needing accommodations, such as a sign language interpreter or vision enhancement equipment, should contact EER.

Religious Accommodations

Under Title VII of the Civil Rights Act of 1964, employees are allowed reasonable religious accommodations. A reasonable religious accommodation is any adjustment to the work environment or work schedule that will allow a person to practice their sincerely held religious beliefs. A reasonable religious accommodation is any adjustment to the work environment that would allow employees to practice their religion unless doing so would cause an undue hardship.

An employee requesting a religious accommodation in the workplace must submit their accommodation request to EER. Requests for leaves of absence from work based on religious beliefs must be submitted to your supervisor at least 30 days in advance of the time off request, in order for the supervisor to assess whether such absences may cause an undue hardship. Request for Religious Accommodations form (HR-460) can be accessed at:

<https://www.fcps.edu/sites/default/files/media/forms/hr460.pdf>

If you have questions, please contact the EER by phone at 571-423-3070, by fax at 571-423-3057, or by email at hrequity&employeerelations@fcps.edu.

Religious/Cultural Observances Calendars

FCPS is committed to ensuring reasonable accommodations for students to meet their personal religious obligations, that it neither promotes nor discourages religion in the schools and permits student-initiated religious expression to the same extent that it permits other forms of student speech.

Annually EER develops the Religious and Cultural Observance Calendar, which aims to raise awareness about significant cultural and religious events as well as promote diversity and inclusion.

The calendar is available at <https://www.fcps.edu/news-and-calendars/calendars-and-events/guidelines-religious-activities>