

Equity and Compliance Quick Reference Guide

Questions Regarding...	Do this....
Instances of employee conduct or behavior that may lead to suspension and/or termination	Consult with your assigned Personnel Review Officer for technical assistance and/or appropriate action.
Issues dealing with subpoenas, custody, or court orders/documents	Consult with Latasha Lowe-Jones, Legal Compliance Officer, or Damaris Garrett, Director, for technical assistance and/or appropriate action.
Allegations of employee wrongdoing involving a violation of a policy, regulation, ethical standard.	Consult with your assigned Personnel Review Officer for technical assistance and/or appropriate action.
Allegation of discrimination on the basis of race, religion, sex, national origin, age, disability and sexual orientation	Consult with Damaris Garrett for technical assistance and/or appropriate action.
Grievance Process	Consult with Damaris Garrett for technical assistance and/or appropriate action.
Workplace modifications due to medical impairment	Consult with Damaris Garrett to initiate Request for Accommodations process
Work-related injuries or unemployment insurance claims	Consult with Leslie Harris, Planning Analyst, or Latasha Lowe-Jones, Legal Compliance Officer, for assistance
Security Concerns or Threats	Consult with SRO/CSO or contact Safety & Security Division
Leave Requests (FMLA, Medical Leave, etc.)	Contact Tanya Turnipseed, Absence Management Analyst, in Human Resources
Employee Assistance Program	Consult with Lola Fonzie, Benefits Manager, in Human Resources
Fraud Prevention	Contact the Division of Equity and Compliance in writing. Complaints may also be submitted via e-mail at fraudcomplaints@clayton.k12.ga.us
Open Records Requests	Submit a request via e-mail at openrecordsrequest@clayton.k12.ga.us or the form found on E & C's webpage