

## **TREATMENT OF STAFF**

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With respect to the treatment of staff, the Superintendent shall not cause or allow conditions, procedures, actions or decisions which are unlawful, unethical, unsafe, disrespectful, disruptive, or in violation of Board policy.

Accordingly, the Superintendent shall not:

1. Fail to make reasonable background inquiries or checks prior to hiring any paid personnel or utilizing school volunteers.
  2. Fail to use a well-defined system to recruit and select the most highly qualified and best-suited candidates for employment.
  3. Operate without written personnel policies which:
    - a. Provide for effective handling of complaints.
    - b. Protect against sexual harassment, retaliation, and a hostile environment.
    - c. Protect against illegal discrimination.
  4. Fail to prepare staff to deal with emergency situations.
  5. Fail to protect confidential information as required by law.
  6. Fail to establish policies and procedures to assure an organizational culture that aligns with the following values:
    - a. Open, honest and effective communication in all written and interpersonal interactions.
    - b. Focus on common organizational goals as expressed in Ends Policies established by the Board.
    - c. Commitment to the integrity and the positive image of the district, its leaders and staff.
    - d. Recognition of outstanding work.
  7. Fail to honor the terms of negotiated agreements with staff.
  8. Fail to invite board member participation in contract negotiations with all employee groups.
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Replaces: BD GOV A.2

Originally Adopted: 12/8/2015

Monitoring Method:

Monitoring Frequency: