

## Treatment of Staff

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

Accordingly, the Superintendent may not:

1. Operate without written personnel policies that:
  - a. Clarify personnel rules and procedures for staff.
  - b. Provide for effective handling of grievances.
  - c. Protect against wrongful conditions, such as nepotism and preferential treatment for personal reasons.
  - d. Include adequate job descriptions for all positions.
  - e. Include an effective personnel performance evaluation system.
  - f. Protect against sexual harassment.
  - g. Protect against discrimination by sex, race, creed, color, national origin, language, immigrant, refugee, sexual orientation including gender expressions or identity, marital status, religion, age, veteran or military status, physical sensory or mental disability or the use of a trained dog guide or service animal by a person with a disability.
  - h. Fail to expand opportunity, access, inclusive collaboration and engagement for racially and ethnically diverse staff.
  - i. Fail to establish and maintain accountability to ESD staff of color.
  - j. Fail to establish organizational transparency.
  - k. Fail to engage in reflective leadership that leads to deeper awareness of how personal power and privilege impacts relationships with staff of color.
2. Prevent staff from grieving to the Board when internal grievance procedures have been exhausted and the employee alleges that Board policy has been violated.
3. Retaliate against a staff member for non-disruptive expression of dissent.
4. Fail to protect confidential information.
5. Fail to provide staff with an opportunity to become familiar with the provisions of this policy.
6. Allow staff to be unprepared to deal with emergency situations.

Adopted: February, 2001  
Amended: March, 2006  
Amended: January, 2016  
Monitoring Method: Internal Report  
Monitoring Frequency: Annually in April