

**RESPECTFUL WORKPLACE**

**I. PURPOSE**

The purpose of this policy is to establish and maintain a professional, respectful working environment for all employees. The school district recognizes each employee’s right to individual respect and dignity and is committed to fostering a positive, productive work environment. As a result, school personnel are prohibited from engaging in behavior that substantially interferes with a professional, productive, respectful working environment, including behavior that is disrespectful, obscene, inappropriate, or offensive. The school district believes that all employees have the right to be treated with the 5 Character Traits of: honesty, self-discipline, compassion, respect and responsibility.

It is the responsibility of the administration of the school district to implement this policy and support it through positive leadership and positive example. Further, it is the responsibility of the administration to contribute to the maintenance of a work environment that is consistent with this policy.

**II. DEFINITIONS**

A. School Personnel – School Board members, school employees, agents, volunteers, substitutes, and contractors subject to the supervision and control of the school district.

**III. PROCEDURES**

A. School personnel may report concerns or complaints pursuant to the school district policy. While written reports are encouraged, a complaint may be made verbally. For school personnel other than School Board members, the complaint should be made to a supervisor, administrator, or human resources representative. Any school personnel receiving a complaint shall advise the immediate supervisor, the district’s human resources representative, or the Superintendent of the complaint.

B. In the case of a concern or complaint against a School Board member, the oral or written report should be made to the School Board Chairperson, either by the complaining party, or if the complaint is made to a supervisor or administrator, the School Board Chairperson shall be advised of the complaint.

C. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall be promptly referred to the Superintendent who shall determine what type of investigation shall be conducted. The Superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the administrator concerning the status or outcome of the matter.

- D. The appropriate administrator shall respond to the complaining party and inform that an investigation occurred appropriate action was taken. The Superintendent shall be informed and consulted in advance of the response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minnesota Statutes 13 or other law.
- E. Complaints which fall under Policy 413: Harassment and Violence, should be filed pursuant to that policy.
- F. The school district will take appropriate action with any school personnel who retaliates against any person who makes a good faith report pursuant to this policy. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

**Source:** Cambridge-Isanti Schools

**Legal References:** Minn. Stat. § 13 (Minnesota Government Data Practices Act)

**Cross References:** Policy 413 – Harassment and Violence

**Reviewed:** 11-20-14, 06-25-15, 3-26-20

**Adopted:** 12-18-14, 07-23-15, 9-24-20