Staff Treatment **EL-4**

With respect to treatment of staff, the Superintendent shall not fail to ensure that staff are treated with respect and dignity.

Accordingly, the Superintendent may not:

1. Fail to ensure that reasonable background inquiries and checks are made prior to hiring any personnel or approving the use of volunteers.

2. Fail to recommend only highly qualified candidates to the Board for approval of staff appointment, nor fail to actively implement the district's affirmative action plan.

3. Operate without written personnel policies which:
   a. Clarify personnel rules and procedures for staff.
   b. Provide for effective handling of grievances.
   c. Include adequate job descriptions for all staff positions.
   d. Protect against discrimination, harassment, or other mistreatment.

4. Prevent employees from grieving to the Board when internal grievance procedures have been exhausted and the employee alleges that Board policy has been violated.

5. Fail to protect confidential information.

6. Fail to establish and maintain a working environment for staff that is safe, civil and conducive to teaching and learning.

7. Fail to ensure that all staff are informed of the provisions of this policy.

Adopted: October 24th, 2006
Monitoring Method: Internal Report
Monitoring Frequency: Annually in August