

# **MINNETONKA PUBLIC SCHOOLS**

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## **RESPECTFUL WORKPLACE POLICY**

### **#428**

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#### **I. PURPOSE**

The School District recognizes each employee's right to individual respect and dignity and is committed to establishing and maintaining a professional, respectful working environment for all employees. 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.

It is the responsibility of the administration of the School District to implement this policy and support it through positive leadership and personal 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 and contractors subject to the supervision and control of the School District.

#### **III. REGULATIONS**

- A. School personnel may report concerns or complaints pursuant to this policy to the School District. While written reports are encouraged, a complaint may be made orally. For school personnel other than School Board members, the complaint should be made to a supervisor, administrator or the Executive Director of Human Resources. Any school personnel receiving a complaint shall advise the immediate supervisor, the Executive Director of Human Resources 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 chair, either by the complaining party, or if the complaint is made to a supervisor or administrator, the School Board Chair 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 promptly be referred to the Superintendent who shall determine what type of investigation should 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 complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.

- D. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation of follow-up, including any appropriate action or corrective measures that were taken. The Superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minnesota Statues, 13 (Minnesota Government Data Practices Act) or other law.
- E. Complaints which fall under School District Policy No. 427: 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.

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

**Cross References:** Policy 427, (Harassment & Violence Policy)

**Approved:** July 7, 2009