



## MANSON SCHOOL DISTRICT BOARD POLICY

### **POLICY TYPE: EXECUTIVE LIMITATIONS**

### **POLICY TITLE: TREATMENT OF STAFF**

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With respect to treatment of paid and volunteer staff, the Superintendent will not cause or allow conditions which are unfair, undignified, disorganized or unclear.

The Superintendent will:

1. Operate with written personnel rules which;
  - a. Clarify rules for staff
  - b. Provide for effective handling of grievances
  - c. Protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons
2. Not discriminate against any staff member for non-disruptive expression of dissent;
3. Acquaint staff with the Superintendent's interpretation of their protections; and
4. Prepare staff to deal with emergency situations.
5. Establish and maintain a working environment for staff that is safe, civil, and conducive to teaching and learning.
6. Operate by selecting qualified candidates including ensuring reasonable background checks are made.
7. Operate with written human resources policies and procedures which:
  - a. Clarify personnel rules and processes for staff;
  - b. Provide for effective handling of staff concerns and complaints; including an appropriate whistle-blower process consistent with collective agreements;
  - c. Protect against discrimination, harassment, or other mistreatment
  - d. Ensure staff are reasonably prepared to deal with emergency situations.
8. Operate by ensuring staff have reasonable opportunities and feedback for professional growth and development.
9. Ensure staff are informed of the Code of Conduct, their roles and responsibilities, and performance standards by which they will be assessed.

10. Use an employee performance evaluation process that measures achievement of student outcomes.
11. Frequently refer to “End” policies.