

**Policy 4138: Collaboration and Conflict Resolution to Prevent Workplace Bullying**

**I. Policy Summary**

- A. The Cherry Creek School District is committed to working collaboratively among stakeholders to encourage and support a school and workplace climate conducive to teaching and learning while ensuring that all CCSD employees have a safe workplace, one where all employees are equally accountable for creating and maintaining a safe culture. The District considers workplace bullying to be unacceptable and shall not be tolerated.
- B. The prevention of workplace bullying, as well as the prevention of retaliation against individuals who report acts of workplace bullying, requires a system-wide effort involving prevention, intervention, reporting, investigation and resolution.
- C. Building administrators and ARs will commit to meetings with the goal of effectively addressing building concerns as they arise and cultivating an ongoing collaborative relationship. Cooperation is imperative throughout this process.
- D. Differences of opinion, interpersonal conflicts, and occasional problems in working relations are an inevitable part of working life and do not necessarily constitute workplace bullying.

**II. Policy Statement**

**A. Prohibited Conduct**

Bullying behavior is often persistent and part of a pattern, but it can also occur as a single event. This is defined as conduct that is unwelcome, repeated, deliberate, hurtful, threatening, humiliating, intimidating, or acts of sabotage. These behaviors whether verbal, physical, or otherwise, interfere with work and may create an offensive and/or toxic workplace. These behaviors are typically conducted by one or more employees against another employee or other employees. Workplace bullying often involves an abuse or misuse of power and authority.

Examples of workplace bullying may include but are not limited to the following:

1. Conduct that a reasonable person would find offensive and unrelated to the employer's legitimate business interest;
2. Spreading misinformation or malicious rumors;

3. Behavior or language that frightens, humiliates, belittles, or degrades, including criticism or feedback that is delivered with yelling, screaming, threats, insults, angry outbursts, excessive profanity or name calling;
4. Excessive monitoring or micro-managing;
5. Making repeated inappropriate comments about a person's appearance, lifestyle, family, or culture;
6. Regularly teasing or making someone the brunt of pranks or practical jokes;
7. Interfering with a person's personal property or work equipment;
8. Circulating inappropriate or embarrassing photos or videos via email or social media;
9. Unwarranted physical contact;
10. Purposefully excluding, isolating, or marginalizing a person from normal work activities;
11. Being held to a different standard than the rest of an employee's work group;
12. Work overload, unrealistic expectations and or meaningless tasks; and/or
13. Encouragement of others to turn against the targeted employee.

## **B. Workplace Bullying vs. Supervision**

It is important to distinguish between workplace bullying behavior and appropriate workplace supervision by administration. Reasonable administrative actions include, but are not limited to, the following:

1. Providing performance evaluations;
2. Providing constructive feedback;
3. Scheduling ongoing meetings to address performance issues, including Directed Improvement Plans;
4. Setting performance goals, standards and deadlines;
5. Implementing organizational changes;
6. Counseling and/or disciplining an employee for misconduct; and/or
7. Investigating alleged misconduct.

Nothing in this language limits the District's responsibility and authority to evaluate employees and to make hiring, non-renewal, and termination decisions in accordance with applicable law and CCSD School Board Policy.

## **C. Periodic and Ongoing Professional Development**

1. The District, in partnership with CCEA, will develop and implement procedures for periodic and ongoing professional development on workplace bullying prevention, which includes this policy. This professional development is designed to increase the understanding and awareness of the prevalence, causes, and consequences of workplace

bullying. The overarching goal of this professional development is to solve issues at the building level.

2. The District in collaboration with CCEA, will ensure that professional development on workplace bullying prevention / conflict resolution is provided annually to all principals and building association representatives. This training will be provided at the beginning of each school year.

### **III. Procedure for Reporting Workplace Bullying/Conflict**

#### **A. Reporting an allegation**

1. The first step will be collaboration at the building level. The employee will provide information of the bullying / conflict to the building principal and if appropriate a staff representative such as a building AR. All parties will work collaboratively to resolve the issue in a timely manner.
2. Employees making reports of workplace bullying will discuss with all involved parties the possible options for resolving violations of this policy.
3. In the event a resolution to the conflict cannot be reached at the building level, the issue will be escalated to the Office of Employee Relations and if appropriate CCEA Leadership (e.g. CCEA President and/or his or her assigned representative) who will work to jointly reach a solution. The solution obtained at this level is final.
4. The District will not respond to reports of bullying brought anonymously or by third parties not directly involved in the complaint.
5. In accordance with Human Resources Policy, retaliation is prohibited.

### **IV. Policy Definitions**

1. The term "teacher," "nurse," or "mental health employee" may be substituted herein for the term "employee" as the context requires.
2. The term "administration" and/or "administrator(s)" as used in policy will mean a collective body of persons who manage, administer, or direct the total educational enterprise of the District in whole or any part thereof. (e.g. principal, assistant principal, and/or any member of the District's Leadership Team).
3. The term "employee(s)" as used in this policy shall be anyone employed by the Cherry Creek School District.

4. A Teacher on Special Assignment or "TOSA," Coordinator of Student Achievement or "COSA" or any other **non-administrator** positions such as (PASS, deans, athletic directors, department heads, school counselors, instructional coaches, talent/gifted coordinators, evaluators, etc.) used in this policy are **teachers** who serve in quasi-administrative roles.

**V. Additional Provisions**

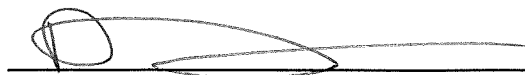
1. The terms of this policy will continue in full force and effect unless changed through the negotiations process as set forth in Policy 4135.
2. If any provision of this policy is found contrary to law, then such provision will be deemed null and void, but all other provisions or applications thereof will continue in full force and effect.
3. Upon agreement, this policy may be renegotiated in whole or in part at any time during the life of this policy.
4. Any additions, deletions, or revisions to this policy will be distributed to those affected and will be in effect after ratification by the Association Membership and adoption of the Board.
5. Neither the recognized Association nor the Board can refuse to negotiate this policy at the next requested round of negotiations, following the timeline set forth in Policy 4135 if this policy is included in the request. If the issues are unresolved as a result of the negotiations using all relief provided in Policy 4135, the provisions will remain in effect (except as provided elsewhere in this section) through the remainder of the teachers' annual contract year.



CCEA President

4/26/18

Date



Cherry Creek School District

4/26/2018

Date