

Policy Type: Executive Expectations

Staff Treatment

With respect to treatment of paid staff and volunteers, the Director shall not cause or allow conditions, procedures, actions or decisions which are unlawful, unethical, inequitable, unsafe, disrespectful, disruptive, undignified or in violation of Board policy.

Accordingly, the Director may not:

1. Fail to make reasonable background inquiries or checks prior to hiring any paid personnel or utilizing the services of any volunteers who have unsupervised contact with students.
2. Fail to use a well-defined system to recruit and select the most highly qualified and best-suited candidates for employment.
3. Operate without written personnel policies which:
 - a. Clearly state personnel rules and procedures for staff;
 - b. Provide for effective handling of complaints;
 - c. Include adequate job descriptions for all staff positions;
 - d. Include an effective personnel performance evaluation system;
 - e. Protect against sexual harassment;
 - f. Protect against illegal discrimination.
4. Fail to protect confidential information
5. Fail to establish policies and procedures to assure an organizational culture that conforms with the following values:
 - Open, honest and effective communication in all written and interpersonal interaction
 - respect for others and their opinions
 - focus on common organizational goals as expressed in Board **Ends** policies

- appropriate confidentiality
 - commitment to the integrity and the positive image of the district, its leaders and staff
6. Fail to honor the terms of negotiated agreements with staff
 7. Fail to provide staff with an opportunity to become familiar with the provisions of this policy

Adopted: 4/22/03

Amended: 8/12/03

Changed to Executive Expectations 10/12/04

Monitoring Method: *Internal report*

Monitoring Frequency: *Annually in December*

Metropolitan Nashville Board of Education