

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION (REGULATION) DIA3

Reports of workplace bullying will be made immediately following an alleged act of workplace bullying. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

District employees are obligated to perform their duties as directed while complaints are pending resolution.

REPORTING
PROCEDURES

Reporting procedures will be as follows:

1. Any employee who believes that he or she, or another employee, is the subject of workplace bullying is encouraged to report the alleged bullying immediately. The individual may report the alleged acts to any of the following persons:
 - His or her immediate supervisor;
 - The school principal or work location supervisor; or
 - The appropriate department chief.

If the school principal or immediate supervisor is the subject of a workplace bullying complaint, the employee may report the complaint directly to the appropriate next line supervisor or department chief.

REPORT FORMAT

- a. The employee may file a complaint orally or in writing by completing the Employee Complaint form. If the report is made orally, the supervisor, as noted at REPORTING PROCEDURES, above, will document the allegations in writing and record the date and circumstances of the interview. The employee may request a complaint form from the Employee Relations department.

NOTICE TO
EMPLOYEE
RELATIONS

- b. Upon receiving a report of workplace bullying, the supervisor who received the complaint will provide a copy of the complaint form to Employee Relations in Human Resources within 48 hours of receiving the complaint.

FALSE CLAIM

2. A report of workplace bullying must be made in good faith. An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding workplace bullying will be subject to appropriate disciplinary action.

INVESTIGATIVE
PROCEDURES

3. The supervisor or department chief to whom the report of alleged workplace bullying is made will conduct an investigation based on the allegations in the report and, if appropriate, will promptly take interim action calculated to prevent workplace bullying during the course of the investigation. The investiga-

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- tion must begin within five working days of receiving the employee complaint.
- CONFIDENTIALITY a. To the extent possible, every effort will be made to maintain confidentiality during an investigation.
 - INTERVIEWS b. The investigator will interview the complainant, or the alleged victim, if that person is not also the complainant, the alleged bully (“respondent”), and witnesses, if any.
 - SUPPORTING DOCUMENTATION c. Complainants and respondents are allowed to submit supporting documentation as appropriate.
 - INVESTIGATION TIME LINE d. The investigation will be completed within 30 District calendar days from the date that the complaint report of alleged bullying is made.
 - INVESTIGATIVE REPORT e. The investigator will prepare a written report of the investigation. The report will include a description of the alleged conduct, the evidence reviewed and considered, and a determination of whether bullying occurred. The investigator will forward a copy of the final Investigation Report and any appropriate materials to Employee Relations and the chief of the department in which the accused employee works within ten District calendar days of completion of the investigation.
 - DISCIPLINARY ACTION f. If the investigation confirms the allegation of workplace bullying as defined in References (e) and (f), the chief of the department in which the accused employee works will take appropriate action to prevent further bullying and to address the actions of the accused employee, which may include disciplinary actions up to and including termination. [See References (a), (b), (c) and (d)]
- APPEAL 4. An employee who alleges he or she has experienced workplace bullying and who is dissatisfied with the outcome of the investigation may file a grievance in accordance with DGBA (LOCAL) starting at Level II.
- CONSULTATION 5. This regulation has been through consultation (Administrative: November 11, 2014, Instructional: November 6, 2014, Non-instructional: November 11, 2014.)
- MAINTENANCE RESPONSIBILITY 6. The executive general manager, Human Resources, is responsible for maintenance of this regulation.
- EFFECTIVE DATE 7. This regulation will be effective as of the approval date, December 15, 2014.

REFERENCES:

- (a) Board Policy DCD(LOCAL)
 - (b) Board Policy DFAA(LEGAL)
 - (c) Board Policy DFAA(LOCAL)
 - (d) Board Policy DFAC(LEGAL)
 - (e) Board Policy DH(LOCAL)
 - (f) Board Policy DIA(LOCAL)
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