
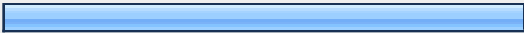
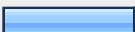


10/9/09 EL 1000.2.2 Working Environment of Staff


1. With respect to the treatment of paid and volunteer staff, the superintendent will not cause or allow a working environment which is unsafe, unhealthy, undignified, unlawful, or contrary to professional or industry standards. Further, the superintendent will abide by all negotiated agreements. Additionally, without limiting the scope of the foregoing by this enumeration: Question on interpretation: Is the Superintendent's interpretation of this overall statement, as provided to the board 10/9/09, acceptable?

		Response Percent	Response Count
Interpretation Acceptable		100.0%	5
I have concerns about this interpretation		0.0%	0
1. Evidence of compliance is too general.		Comment:	1
		answered question	5
		skipped question	0


2. Question on compliance: Is the Superintendent compliant with this overall statement?

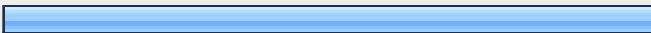
		Response Percent	Response Count
Superintendent is compliant		80.0%	4
Superintendent is not compliant		0.0%	0
Insufficient information to determine compliance		20.0%	1
		answered question	5
		skipped question	0

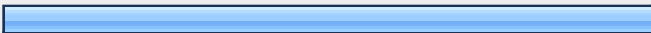
3. A. The superintendent will not operate without written personnel rules which: 1.1 clearly set forth work rules and other operational procedure for staff; 1.2 provide for effective handling of grievances; and 1.3 protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons. Question on interpretation: Is the Superintendent's interpretation of this statement, as provided to the board 10/9/09, acceptable?

		Response Percent	Response Count
Interpretation Acceptable		100.0%	5
I have concerns about this interpretation		0.0%	0
		Comment:	0
		answered question	5
		skipped question	0

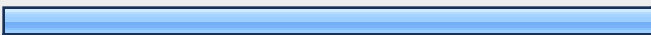
4. Question on compliance: Is the Superintendent compliant with this overall statement?

		Response Percent	Response Count
Superintendent is compliant		100.0%	5
Superintendent is not compliant		0.0%	0
Insufficient information to determine compliance		0.0%	0
		answered question	5
		skipped question	0

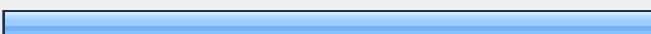
5. B. The Superintendent will not fail to inform staff of this policy. Question on interpretation: Is the Superintendent's interpretation of this statement, as provided to the board 10/9/09, acceptable?			
		Response Percent	Response Count
Interpretation Acceptable		100.0%	5
I have concerns about this interpretation		0.0%	0
		Comment:	0
		answered question	5
		skipped question	0

6. Question on compliance: Is the Superintendent compliant with this overall statement?			
		Response Percent	Response Count
Superintendent is compliant		100.0%	5
Superintendent is not compliant		0.0%	0
Insufficient information to determine compliance		0.0%	0
		answered question	5
		skipped question	0

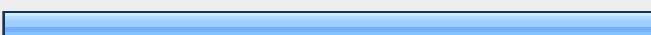
7. C. The superintendent will not allow staff to be unprepared to deal with emergency situations. Question on interpretation: Is the Superintendent's interpretation of this statement, as provided to the board 10/9/09, acceptable?

		Response Percent	Response Count
Interpretation Acceptable		100.0%	5
I have concerns about this interpretation		0.0%	0
		Comment:	0
		<i>answered question</i>	5
		<i>skipped question</i>	0

8. Question on compliance: Is the Superintendent compliant with this overall statement?

		Response Percent	Response Count
Superintendent is compliant		100.0%	5
Superintendent is not compliant		0.0%	0
Insufficient information to determine compliance		0.0%	0
		<i>answered question</i>	5
		<i>skipped question</i>	0

9. Board discussion on this Executive Limitation policy is scheduled to happen annually. In future, is annual board discussion on EL 1000.2.2 sufficient?

		Response Percent	Response Count
Annually is sufficient		100.0%	5
Need more often		0.0%	0
		<i>answered question</i>	5
		<i>skipped question</i>	0

10. Additional comments on board discussion of 10/9/09 EL 1000.2.2 Working Environment of Staff		
		Response Count
		0
	<i>answered question</i>	0
	<i>skipped question</i>	5

**Yakima School District
Executive Limitations Monitoring Report**

**1000.2.2 WORKING ENVIRONMENT OF STAFF
Annual Internal – October 9, 2009**

<i>With respect to the treatment of paid and volunteer staff, the superintendent will not cause or allow a working environment which is unsafe, unhealthy, undignified, unlawful, or contrary to professional or industry standards. Further, the Superintendent will abide by all negotiated agreements.</i>	In compliance
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Interpretation:

I interpret this requirement as general protection of the fundamental rights of employees. The policy also specifically prohibits behaviors and omissions enumerated below. Compliance with this policy means that prohibited conditions are (a) prevented or (b) readily corrected through appropriate rules and procedures. This policy is not a call for measures of staff satisfaction; rather, it wants to know that undesirable conditions are systematically, proactively avoided and/or addressed.

Evidence of Compliance:

This is evident through the appropriate policies being in place.

Additionally, without limiting the scope of the foregoing by this enumeration, the superintendent will not:

<ol style="list-style-type: none"> <i>1. Operate without written personnel rules which:</i> <ol style="list-style-type: none"> <i>1.1 clearly set forth work rules and other operational procedure for staff;</i> <i>1.2 provide for effective handling of grievances; and</i> <i>1.3 protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons</i> 	In compliance
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Interpretation:

I interpret this to mean I will keep appropriate personnel policies, contracts, and procedures updated and accessible to all staff for reference in the daily operation of the school district. These working documents will: (1) set forth expectations of employees, (2) describe timely, agreed-upon processes for addressing personnel concerns or complaints, and (3) prevent implementation of unfair employment practices.

Evidence of Compliance:

Written rules which fulfill this requirement area as follows:

- 5000- Recruitment and Selection of Staff
- 5010- Equal Employment Opportunity and Nondiscrimination

- 5012- Prohibition of Harassment, Intimidation and/or Bullying
- 5013- Sexual Harassment
- 5111- Employment of Staff
- 5222- Evaluation of Staff
- 5224- Staff Participation in Political Activities
- 5240- Resolution of Staff Complaints
- 5250- Termination of Employment
- 5254- Probation- Non Renewal and Termination
- 5255- Disciplinary Action and Discharge
- 5260- Tobacco and Alcohol-free Environment
- Specific appeal procedures provided as protection in the areas of civility, discipline, employment/re-employment, and harassment.
- Negotiated contracts with 10 employee unions, each including informal and formal grievance procedures and remedies.
- Maintenance and Operations employee handbook addressing expectations.
- School building staff handbooks addressing expectations of school employees.

2. <i>Fail to inform staff of this policy</i>	In compliance
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Interpretation:

I interpret this to mean that all employees will be specifically informed of their protections in the written policies, contracts and rules that govern their workplace.

Evidence of Compliance:

- The district’s internal e-mail system and the district’s website provide staff members with direct access to all district policies and negotiated contracts for real time updates. Revisions are posted timely.
- All employees have received specific written instructions from the Director of Technology on how to access the intranet and its staff resources.
- Employee handbooks are distributed to personnel as applicable.
- Copies of employee contracts are provided to all union members. This is either in written form or electronic form on the district webpage.
- Every new employee is provided an orientation session which informs him/her of personnel policies, negotiated contracts, and how to locate such information for reference.

3. <i>Allow staff to be unprepared to deal with emergency situations</i>	In compliance
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Interpretation:

I interpret this to mean that staff will be trained in and regularly practice emergency procedures regarding fire, earthquakes, lockdown, bomb threats, and weather-related emergencies.

Evidence of Compliance:

- The district has met all requirements of Senate Bill 5097.
- All schools have implemented the Washington State Critical Incident Planning and Mapping System.
- 100% of schools have met requirements of reporting all monthly drills, personnel, dangerous chemicals, and emergency plans in the Rapid Responder System.
- All building principals have been trained and are certified in Incident Command Systems for Schools.
- The district has assisted each school in training staff to respond appropriately to emergency situations such as natural disasters, intruders, fire, chemical, and other threats.
- Each school has been trained in the following emergency procedures and drills:
 - Fire Evacuation
 - Lockdown
 - Modified Lockdown
 - Shelter in Place
 - Bomb Threats
 - Natural Disasters
 - Earthquakes
 - Volcanoes
- Each school schedules a minimum of one drill monthly.
- Planning and training of staff also involves local emergency response agencies such as police, fire, and county/state emergency management.