

**Policy Type: Staff/Superintendent Guidelines**

**Staff Treatment**

The Superintendent shall not cause or allow disruptive, inconsistent or unfair treatment of paid or volunteer staff.

Accordingly, the Superintendent shall:

1. Make all inquiries required by law prior to hiring any personnel.
2. Recommend candidates to the Board for staff positions.
3. Operate with written personnel policies which:
  - a. Clarify personnel rules and procedures for staff.
  - b. Provide for effective handling of grievances.
  - c. Protect against wrongful conditions.
  - d. Include adequate job descriptions for all district positions.
  - e. Include adequate salary and compensation plans.
  - f. Include a personnel performance evaluation system.
4. Not prevent staff from grieving to the Board when internal grievance procedures have been exhausted and the employee alleges that Board policy has been violated.
5. Not discriminate against any staff member for alleging a violation of Board policy, law, or civil rights.
6. Protect confidential information.
7. Honor the terms of negotiated agreements with staff, recognizing that the evidence related to resolution of a staff grievance is not necessarily evidence of failure to honor the terms of such an agreement.
8. Provide staff with an opportunity to become familiar with their rights under this policy.

[Adopted January 2016]  
LAKE COUNTY SCHOOL DISTRICT R-1, LEADVILLE, COLORADO