

POLICY	9505 Adopted: March 6, 2018 Revised: June 6, 2023 Personnel and Negotiations
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SUBJECT: WORKPLACE BULLYING

Non-unit employees who believe they are being abused or mistreated by co-workers or their supervisor must follow the procedure below:

Level 1: Employees who are being abused or mistreated by co-workers must report such concerns to their supervisor. The supervisor will conduct an investigation of such reports as appropriate. The supervisor must respond to the report within 5 school workdays.

Level 2: If the abuse or mistreatment is directed at an employee by a supervisor or the employee is not satisfied with the response of the supervisor at Level 1 by the employee within 10 workdays of receipt of the Level 1 response, such concerns may be reported to the administrator who supervises the supervisor. The administrator will conduct an investigation of such reports as appropriate. The administrator must respond to the report or appeal within 10 school workdays.

Level 3: If the employee is not satisfied with the response of the administrator, the employee may appeal such response to the assistant deputy superintendent over such administrator (if one exists) within 10 workdays of receipt of the Level 2 response. If no assistant superintendent supervises such administrator, the employee may appeal directly to Level 4. The assistant deputy superintendent will conduct an investigation of such reports as appropriate. The assistant deputy superintendent must respond to the appeal within 10 school workdays.

Level 4: If the employee is not satisfied with the response of the assistant deputy superintendent, the employee may appeal such resolution to the district superintendent within 15 workdays of receipt of the Level 3 response. The district superintendent must respond to the appeal within 15 school workdays. The superintendent will conduct an investigation of such reports as appropriate. The superintendent's response will be final and binding on all BOCES employees.

The BOCES will protect employees who make reports or otherwise participate in this process from retaliation.