

# POLICY

## BOARD OF EDUCATION OF MONTGOMERY COUNTY

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**Related Entries:** ABA-RB, ACA, ACA-RA, ACF, COC-RA, GAA, GKA-RA, JHF, JHF-RA

**Responsible Office:** Human Resources and Development

### Workplace Bullying

#### A. PURPOSE

To affirm the Montgomery County Board of Education's (Board's) commitment to an organizational culture of respect in Montgomery County Public Schools (MCPS) consistent with Board Policy ACA, *Nondiscrimination, Equity, and Cultural Proficiency*.

To establish a framework for preventing, intervening, and correcting workplace bullying with processes to prevent, identify, report, investigate, and resolve instances of bullying, with corrective actions, as needed.

#### B. ISSUE

The Board considers workplace bullying to be unacceptable and will not tolerate it under any circumstances. For the purposes of this policy, "workplace bullying" means repeated, deliberate, hurtful mistreatment, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more employees against another employee or employees, and that is:

1. Motivated by an individual's actual or perceived personal characteristic as defined in Board Policy ACA; or
2. Otherwise threatening or intimidating; and that occurs at the work place and/or in the course of employment. These behaviors may occur in person or via any means of communication including electronic communication whether the conduct or communication occurs on or off district premises; and
3. Is sufficiently severe or pervasive so as to alter the conditions of the individual's working environment.

Workplace bullying is not limited to supervisor-to-subordinate conduct and may include peer-to-peer or subordinate-to-supervisor conduct. Examples of workplace bullying may include acts of humiliation, intimidation, or sabotage of work performance. Workplace bullying may adversely impact an individual's physical or psychological well-being, or work performance and advancement opportunities.

### C. POSITION

1. This policy does not modify or limit the Board and superintendent of school's full rights, authority, and discretion in the discharge of their duties and responsibility to control, supervise, and manage MCPS under applicable law, rules, and procedures.
2. Employees are expected to conduct themselves with behavior consistent with the MCPS *Culture of Respect Compact*<sup>1</sup> and the standards and competencies of the Professional Growth Systems which recognize the value and the role of all contributors to the MCPS learning community.
3. The Board affirms its belief that any bullying is behavior inconsistent with the MCPS *Culture of Respect Compact* and diverts organizational energy from the core mission of MCPS.
4. The prevention of workplace bullying, as well as the prevention of retaliation against individuals who report acts of workplace bullying, require a systemwide effort involving prevention, intervention, reporting, investigation and resolution.
5. The Board expects civility and freedom from bullying in all interactions between MCPS employees and others. Staff shall be aware of resources available to address bullying by non-MCPS employees, including MCPS Regulations ABA-RB, *School Visitors*, or COC-RA, *Trespassing or Willful Disturbance on MCPS Property*.

### D. IMPLEMENTATION STRATEGIES

1. MCPS will develop and implement procedures for periodic and ongoing professional development designed to increase understanding and awareness of the prevalence, causes, and consequences of workplace bullying.
2. MCPS will develop and implement procedures for reporting incidents of workplace bullying, including protection from reprisal or retaliation against individuals making reports in good faith.

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<sup>1</sup> *Culture of Respect Compact among Montgomery County Public Schools, Montgomery County Education Association, Service Employees International Union Local 500, and the Montgomery County Association of Administrators and Principals*

3. The superintendent of schools will designate responsibility for the appropriate review and resolution of, and consequences for, workplace bullying.
4. Training will include guidance for supervisors and coworkers to support employees that experience bullying from non-employees in the workplace or in the process of carrying out their work responsibilities.

**E. DESIRED OUTCOMES**

1. Every school and unit will demonstrate an atmosphere that promotes understanding, respect, and positive interaction among all individuals and groups.
2. MCPS schools and units will be free of workplace bullying.
3. MCPS employees will experience civility in all their interactions at work.

**F. REVIEW AND REPORTING**

1. This policy will be reviewed in accordance with the Board policy review process.
2. All regulations developed in support of Board-adopted policies shall be sent to the Board as items of information.

**Related Source:** MCPS *Culture of Respect Compact*

**Policy History:** New policy adopted by Resolution 69-16, February 22, 2016; technical amendments by Resolution No. 319-17, June 26, 2017.