



## **STAFF REPORT**

**TO:** Board of Commissioners  
**FROM:** Suzy Watkins, Harbor Director  
**DATE:** September 27, 2022  
**SUBJECT:** Draft Update of Policy Handbook

### **Recommendations / Proposed Motion**

1. Review and approve proposed Policy 1015-Standards of Decorum and Civility
2. Review and approve proposed updates to Policy 2215-Workplace Bullying and Violence Policy
3. Review and approve proposed updates to Policy 2220-Equal Employment Opportunity

**Proposed Motion:** Approve staff recommendations.

### **Policy Implications**

Confirm existing policies, and update to match current practices as needed.

### **Fiscal Implications / Budget Status**

- None at this time.

### **Alternatives Considered**

The following actions were considered but are not recommended at this time:

- None at this time.

### **Discussion**

District staff is conducting a comprehensive review of the District Policy Manual.

As part of that project, the policies on Harassment and Non-Discrimination were recently reviewed. A number of changes have taken place in recent years in standards for workplace behavior as well as guidance for interpersonal interactions.

The two categories of Harassment and Non-Discrimination no longer adequately address the complexity and range of workplace interactions. A more modern framework includes three areas:

- Standards of Decorum and Civility to address baseline expectations for courteous conduct;

- Workplace Bullying and Violence to provide guidance limiting behavior that may be hostile while not rising to the level of ongoing harassment or discrimination; and
- Equal Employment Opportunity, which includes the concepts of both harassment and non-discrimination, particularly in relation to protected classes.

Based on the updated framework, District staff has drafted the attached recommended policies for review and discussion by your Board. These policies were drafted with reference to best practices from other agencies, as well as input and review from human resources and legal counsel.

Given that Policy 1015 is a new addition, and Policies 2215 and 2220 have been revised significantly from the prior versions, no redline versions were created.

Staff recommends approval of the attached proposed District policies to clearly communicate District standards and values for interpersonal interactions.

Attachment(s):            1. Clean draft policies