

MEMORANDUM OF UNDERSTANDING
between
SOUTH KITSAP SCHOOL DISTRICT NO. 402
and
SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 925

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT BETWEEN SOUTH KITSAP SCHOOL DISTRICT NO. 402 AND THE SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU) LOCAL 925.

The District and Union agree to adopt the following civility procedure into SEIU. The following language outlines the process that will be used when handling complaints regarding conflicts between employees.

Expectations of supervisors and staff

The District expects supervisors and staff to:

- Treat each other and students with dignity and respect;
- Exercise reasonable, good judgement in handling interpersonal disputes;
- Exercise respect, courtesy, and concern for the dignity and cultural background of others;
- Refrain from use of abusive language;
- Model respectful problem-solving;
- Minimize actions or behaviors which might provoke fear, anger, frustration, and alienation;
- Use clear, concise, and courteous oral and written communication to arrive at goodwill solutions;
- Extend common courtesy to others;
- Practice civility in all conversations and behavior;
- Be respectful of others even when in disagreement;
- Address incivility when it is observed;
- Seek to understand others' point of view and cultural perceptions.

Definitions of "uncivil conduct"

For the purposes of this policy, "uncivil conduct" includes, but is not limited to, the following:

- Using vulgar, obscene, or profane gestures or words;
- Using insulting or disrespectful nonverbal behaviors toward or in connection with another individual;
- Taunting, jeering, or inciting others to taunt or jeer an individual;
- Raising one's voice at another individual, and/or repeatedly interrupting another individual who is speaking;
- Using personal epithets or slurs;
- Gesturing or behaving in a manner that puts another in fear for their personal safety, including invading the personal space of an individual after being directed to move away, physically blocking an individual's exit from a room or location, remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave, or other similar disruptive conduct.

“Uncivil conduct” does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as (1) the ideas are presented in a respectful manner and at a time and place that are appropriate, and (2) such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the workplace or the educational process. Nor does “uncivil conduct” include regular supervisory-subordinate interactions, including, but not limited to, corrective action, discipline, unsatisfactory evaluations, plans for improvement, or probation.

Addressing Uncivil Conduct

Supervisors and staff are expected to:

- Calmly and politely caution or warn any speaker who is engaged in uncivil conduct. If the conduct does not cease, politely end the conversation;
- Attempt to first resolve differences directly with the individual for which the conflict exists in a private conversation. If that is not feasible or successful, request that the supervisor, or appropriate administrator, conducts a private conference with all parties of concern;
- Persons who observe or experience uncivil behavior should intervene, reflect back to the offender on the impact of that behavior, or report the uncivil behavior to a supervisor, or appropriate administrator;
- Supervisors have an obligation to address reports of uncivil behavior.

Reporting and Investigating Civility Complaints

- As outlined above, if an employee feels a fellow employee has violated the civility provisions outlined above, the employees will first attempt to resolve their differences in a private conversation. If the issue continues, the employee may report the issue to the District. The District will investigate complaints against employees who are alleged to have violated the civility guidelines above and appropriate action will be taken.
- Employees (including supervisors) who engage in uncivil behavior may be subject to corrective action or discipline.

This Memorandum of Understanding will take effect upon the adoption date and will become part of the Collective Bargaining Agreement.

A facsimile or emailed copy of a signature on this document will substitute for original signatures.

SOUTH KITSAP SCHOOL DISTRICT
NO. 402

Jamie Monagle

Jamie Monagle
Director of Human Resources

Jul 28, 2021

Date

SERVICE EMPLOYEES INTERNATIONAL
UNION LOCAL 925

Linda Wright

[linda wright \(Jul 28, 2021 16:01 PDT\)](#)

Linda M Wright
SEIU Local 925 Organizer

Jul 28, 2021

Date









SEIU-008 - MOU - Civility Policy

Final Audit Report

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