



NUMBER: 321
SUBJECT: EMPLOYEE RIGHT—FREE FROM MISTREATMENT
EFFECTIVE DATE: AUGUST 15, 2005
EFFECTIVE DATE OF LAST REVISION: JANUARY 24, 2011
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321.1 — POLICY

All employees have a right to work in an environment free from mistreatment intended to demean, impugn, or harass. Bridgerland Applied Technology College (BATC) prohibits mistreatment of its employees by supervisors, administrators, faculty, coworkers, and students.

Employees violating this policy are subject to disciplinary action ranging from a written warning to termination of employment depending on the seriousness of the offense.

For questions regarding sexual harassment, please refer to Section 300.339 of the Policy Manual. For behaviors in violation of protections afforded by federal law, refer to Section 300.303, Equal Opportunity, of the Policy Manual.

321.2 — PROCEDURES

321.2.1 — Identification of Mistreatment

Mistreatment occurs when an employee is the subject of actions of another employee or group of employees that have no work or business basis; demean, intimidate, harass or disrupt the employee; and are reoccurring in nature.

321.2.2 — Resolution Procedure

Employees should first attempt to resolve problems involving mistreatment within their own areas by meeting with the appropriate administrator, who can effectively determine the nature and extent of the problem and initiate effective resolution. If an employee does not feel comfortable in contacting the administrator within his or her administrative area, the employee may contact the appropriate administrative authority who will meet with the employee and then initiate an appropriate informal process to determine the nature of the problem and appropriate resolution. The appropriate administrative authority works as a mediator in resolving issues and does not exercise any formal controls or sanctions.

If the problem is not resolved through the above processes, the employee may exercise his or her rights under the appropriate grievance process as outlined in Section 300.325 of the Policy Manual.

321.3 — RESPONSIBILITY

321.3.1 — Administrators

It is the obligation of all BATC administrators to guarantee the rights and dignity of employees. If an administrator becomes aware of a situation within his or her area that violates this policy, the administrator should make every effort to resolve the problem first on an informal basis. If informal processes fail, then formal disciplinary procedures should be utilized.

321.3.2 — Employees

Employees have an obligation to recognize and respect the rights of coworkers, supervisors, and BATC. Employees are responsible for responding to perceived harassment according to the guidelines in this policy. For assistance, employees should contact their supervisor or the appropriate administrative authority.