



## Resources and Contact Information

- *Workplace Bullying Report Form*: online at [mmsd.org/workplace](http://mmsd.org/workplace) or in your building's main office
- Board of Education Policy and Procedure 8013:  
[board.mmsd.org/policies/8013](http://board.mmsd.org/policies/8013)
- Conflict of interest-related contacts:
  - Executive Director of Human Resources,  
Diedre Hargrove-Krieghoff  
[dlhargrovekr@madison.k12.wi.us](mailto:dlhargrovekr@madison.k12.wi.us)
  - Superintendent Designee,  
Melissa Loiselle  
[mloiselle@madison.k12.wi.us](mailto:mloiselle@madison.k12.wi.us)

Madison Metropolitan  
School District

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# Workplace Bullying

*Policy, Reporting Procedures  
and Resources*

Board of Education Policy 8013

## Board of Education Policy 8013

"[MMSD] is committed to providing a safe and healthful environment for all employees to work. Realizing that workplace bullying can have a detrimental impact on individuals (i.e. mental anguish, physical illness, undue stress) and the organization as a whole (i.e. lost employee time, poor workplace morale, decreased productivity), the DISTRICT is committed to acknowledging and addressing workplace bullying....Workplace bullying is prohibited and should be reported immediately."

### Terms and Definitions

**Workplace Bullying:** The repeated, unreasonable actions of an individual (or group) directed toward a peer, co-worker or employee that is intended to intimidate and creates a risk to the health or safety of the target.

**Target:** An individual subjected to workplace bullying by his/her peers, co-workers

## How to Report Workplace Bullying

1) **Target** submits a *Workplace Bullying Report Form* to the **Immediate Supervisor** or **Principal/Designee**.



2) Within **5 school days** of the receipt of the complaint, **Immediate Supervisor** or **Principal/Designee** meets with **target** in private to discuss the alleged incident.



3) Within **10 school days** of this meeting, **Immediate Supervisor** or **Principal/Designee** provides a *copy of resolution* to **target**. **Immediate Supervisor** or **Principal/Designee** is responsible for carrying out this resolution.

## How to Appeal a Resolution

1) **Target** provides *Workplace Bullying Report Form* and *copy of the initial resolution* to **Executive Director of Human Resources**.



2) Within **10 school days**, **Executive Director of Human Resources** meets with **target** to notify **target** of either adoption of original resolution OR a new resolution.



3) **Executive Director of Human Resources** provides a *copy of final resolution decision* to the **Immediate Supervisor** or **Principal/Designee**. **Immediate Supervisor** or **Principal/Designee** is responsible for carrying out resolution.

## Conflicts of Interest

- If the **Immediate Supervisor** or **Principal/Designee** has a conflict of interest, then the **Executive Director of Human Resources** will address the alleged incident(s) using the same procedures as previously described.
- If the **Executive Director of Human Resources** has a conflict of interest, then **Superintendent Designee** will address the alleged incident(s) using the same procedures as previously described.

**Note:** The Workplace Bullying policy differs from MMSD Harassment Policy 8012 in that the Harassment policy "**prohibits harassment based on protected class**" (protected class includes but is not limited to sex, sexual orientation, parental status, disability, race, ethnicity, gender identity and expression and religion).