DEPARTMENT OF CORRECTIONS

Policy Number: **103.228**
Title: **Respectful Workplace**
Effective Date: **7/1/19**

PURPOSE: To build and maintain a workplace in which all individuals are treated with professionalism and respect, the DOC has adopted the State of Minnesota, Minnesota Management and Budget, Respectful Workplace policy as currently in effect and includes the procedures outlined below as additions.

APPLICABILITY: Department-wide

DEFINITIONS: None

PROCEDURES:

A. Informal resolution

1. In addition to the statewide informal resolution procedures outlined in the MMB policy (see section 5.a), the employee may also request assistance from:
   a) A supervisor or supervisors,
   b) An integrated conflict management system/conflict response initiative (ICMS/CRI) coordinator, or
   c) Any other employee who can assist in resolving the concern.

2. Staff should refer to DOC policy 103.229, "Integrated Conflict Management System" for details on the ICMS process.

B. Formal resolution

The statewide formal complaint procedures are outlined in the MMB policy (see section 5.b). Individuals may file a report under this policy utilizing the following process.

1. Reports may be filed on the Respectful Workplace Formal Report form (attached).

2. The supervisor or a member of the human resource staff may conduct a preliminary interview with the reporting individual to determine if the report requires further action.

3. The regional human resource director (RHRD) or assistant human resource director (AHRD) must determine if the report involves a potential violation of this or another DOC policy. If the report involves potential violation of this policy, the report must be processed according to the procedures outlined below. If the report does not appear to be a potential violation of this policy, the issues raised must be dealt with in a manner appropriate to the situation.
   a) The RHRD/AHRD notifies the appointing authority that a report has been filed.

   b) The appointing authority, after consultation with the RHRD/AHRD, authorizes appropriate action, which may include investigation of the report.

   c) If an investigation is conducted, a written report must be submitted to the appointing authority and the RHRD/AHRD.

d) The appointing authority, in consultation with the RHRD/AHRD, determines the appropriate action to be taken.

4. The RHRD/AHRD/designee maintains records of formal reports in the Discipline Incident Grievance Incident Tracking System (DIGITS) and retains them in accordance with the retention schedule.

a) A formal report that is not investigated
A copy of the written notice documenting the outcome of the review is retained in the regional human resource office in accordance with the retention schedule.

b) A formal report that is investigated
The report is recorded in DIGITS and retained in accordance with the retention schedule for investigations.

INTERNAL CONTROLS:

A. Records of all formal reports and outcomes are retained by the regional HR office.

B. Formal reports are recorded in DIGITS.

ACA STANDARDS: None

REFERENCES:
Collective bargaining agreements
MMB HR/LR Policy #1329, "Sexual Harassment Prohibited"
MMB HR/LR Policy #1436, "Harassment and Discrimination Prohibited"
Policy 103.229, "Integrated Conflict Management System (ICMS)"
Policy 103.300, "Discrimination-free Workplace"
Minnesota Management and Budget, Respectful Workplace Policy #1432

REPLACES: Policy 103.228, "Respectful Workplace," 6/20/17.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Respectful Workplace Formal Report (103.228A)

APPROVED BY:
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Facility Services