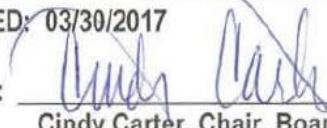


# Grant County Personnel Policy

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APPROVED:  Cindy Carter, Chair, Board of County Commissioners	03-27-17 Date Signed
LAST REVISED: 03/15/2017	CONTACT: Human Resources

## 207 – Civility

### 207.1 Specifics

Grant County believes that a safe, civil environment is essential to supporting its mission, vision, and values (see Policy 100, Introduction, Section 102). Conversely, uncivil conduct, like other forms of disruptive behavior, interferes with an employee's ability to successfully carry out the expectations of his/her position.

### 207.2 Expectations/Policy Purpose

207.2.1 Grant County encourages all officials and employees to participate in maintaining a clear expectation of civil conduct and problem-solving throughout the organization. The County is committed to providing training and resources to support this expectation and refuses to condone uncivil conduct on County property and/or during work interactions, whether by officials, staff, clients, or visitors.

207.2.2 The basic purpose of this policy is three-fold:

- (a) To promote a work and service environment that is safe, productive and nurturing for all staff, clients, and visitors, and to encourage the free flow of ideas without fear or intimidation;
- (b) To provide officials and employees with appropriate models for respectful problem-solving; and
- (c) To reduce the potential triggers for aggressive and/or violent conduct, such as fear, anger, frustration, and alienation – especially by making problem-solving procedures and alternatives to aggression and/or violence readily accessible to employees who need them.

### 207.3 What Defines Uncivil Conduct in the Workplace

207.3.1 For the purposes of this policy, "uncivil conduct" includes the following:

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- (a) Directing vulgar, obscene or profane gestures or words at or towards another individual;
- (b) Taunting, jeering, and/or inciting others to taunt or jeer at an individual;
- (c) Raising one's voice at another individual and/or repeatedly interrupting another individual who is speaking at an appropriate time and place;
- (d) Imposing personal demands at times or in settings where they conflict with assigned duties;
- (e) Using personal epithets, gesturing in a manner that puts another in fear for his/her personal safety, 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 an area after a person in authority has directed him/her to leave, violating the privacy of another individual's belongings (except for lawful searches conducted in connection with County rules and applicable laws), or other similar disruptive conduct.

## 207.4 What is Not Considered Uncivil Conduct in the Workplace

"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 work environment.

## 207.5 Guidelines for Resolution

In all cases, individuals who perceive they have been treated in an uncivil manner are urged to resolve their concerns through simple, direct or assisted communication with the person(s) at the source of the concern. When this is not possible or appropriate, any person who needs help in identifying and/or using appropriate problem-solving procedures may seek assistance from his/her direct supervisor, the Elected Official or Department Head with authority over their work area, and/or Human Resources staff. Individuals are encouraged to work out issues of concern promptly – and preferably no later than two (2) days after an incident has occurred.

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## 207.6 Protection from Retaliation

No retaliation will be tolerated against individuals for working in good faith under this policy and its related procedures to resolve uncivil behavior concerns.

207.7 This policy seeks to promote a culture of respect and civility. Uncivil conduct may result in disciplinary action. Severe or persistent acts of uncivil conduct may, however, violate other rules, such as the County's policies against harassment and sexual harassment, or specific conduct codes. Violation of such policies may result in further action, such as discipline, adverse employment action, and/or criminal charges, as applicable. Nothing in this policy is intended to interfere with the ability of the County to maintain order and discipline in the workplace, or to enforce rules and applicable laws.