



MEMORANDUM

Date: November 14, 2014

To: Brian Rogers, Chancellor

From: Brad Lobland, Director, Human Resources
Mae Marsh, Director, Office of Diversity & Equal Opportunity

Re: Workplace Bullying Awareness Training

Fostering a welcoming, diverse, and supportive environment is a key ethic at UAF. Our employees, both faculty and staff, are a valuable resource and key to our success. We have high expectations of our employees, asking that they be ethical, responsible, respectful, creative, effective, etc. Constructive workplace interactions are essential to creating a positive environment in which employees can flourish and meet our high expectations.

Staff Council and the University of Alaska Staff Alliance have raised concerns about workplace bullying. Workplace bullying undermines employee success, contributes to an unhealthy environment, and has no place at UAF. It is important to note, however, that not every interaction that an employee might find stressful constitutes bullying. To be effective, universities must allow the free exchange of ideas, and differing ideas may sometimes lead to workplace disagreements. In addition, supervisors are expected to undertake employee performance management in order to achieve organizational goals. At UAF, our expectation is that workplace disagreements and performance management issues will be addressed in a constructive manner, without resorting to bullying.

Given the university's interest in fostering a positive workplace environment, we propose the following measures to enhance awareness of what constitutes unacceptable bullying behavior and how affected employees can seek redress:

1. Ensure all UAF supervisors receive bullying awareness training.
 - a. Current UAF supervisors should receive this training by June 30, 2015.
 - b. Newly hired UAF supervisors should receive this training within 12 months of hire
 - c. Training is available as follows:

Naturally Inspiring.

- i. Special sections of Bullying Awareness Training for Supervisors (for dates/times see the HR training calendar at: <http://www.uaf.edu/uafhr/training-calendar/>).
 - ii. Online Workplace Bullying training via Blackboard (available as of September 2014).
 - iii. Respectful Workplace trainings available through the Office of Diversity & Equal Opportunity (scheduled upon request).
2. Provide optional bullying awareness training for non-supervisory faculty and staff as follows:
 - a. Online Workplace Bullying training via Blackboard (available as of September 2014).
 - b. Respectful Workplace trainings available through the Office of Diversity & Equal Opportunity (scheduled upon request).