WORKPLACE VIOLENCE PREVENTION

The district is committed to establishing and maintaining a safe and secure workplace for employees. Workplace violence is a safety hazard to the district, its employees, and everyone in the workplace, and will not be tolerated. All employees are expected to work together to create and maintain a safe and respectful work environment for everyone.

Workplace violence is defined as any physical assault or act of aggressive behavior occurring where employees perform any work-related duty in the course of their employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without their consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

It is the responsibility of all employees to promptly report any violent incidents and/or threatening behavior, including threats or behavior they have witnessed, received, or have been told that another person has witnessed or received, to their immediate supervisor, or, if their immediate supervisor is involved in the behavior, to another designated contact person or persons. All acts of workplace violence will be fully investigated, and action will be taken, including, but not limited to, disciplinary action and/or contacting law enforcement, as appropriate.

The district’s Designated Contact Person(s) for the purpose of this policy shall be each of the building principals; if the building principal is involved in the behavior, the district’s designated contact person shall be the Director of Human Resources and Student Services, or their designee.

Workplace Violence Prevention Program (“WVPP”)

As required by Labor Law §27-b, the district will develop and implement a Workplace Violence Prevention Program to comply with the law and its implementing regulations. The WVPP will include elements required by law and regulation, including:

a. the risk factors present in the workplace;
b. the methods the district will use to prevent incidents of violence in the workplace;
c. the methods and means by which the district will address specific identified hazards;
d. a system to report workplace violence incidents in writing;
e. a written outline for employee training; and
f. a plan for annual program and review.

In developing the WVPP, the district will conduct an evaluation to identify likely potential risks of violence in the workplace. Authorized employee representative(s) will be involved in:

a. evaluating the physical environment;
b. developing the WVPP; and

c. reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken.
Employee Notice and Training

As required by law, all employees will participate in the district’s Workplace Violence Prevention Training Program at the time of initial assignment and annually thereafter. At a minimum, employees must be trained on:

a. the details of the district’s WVPP;
b. the measures they can take to protect themselves from risks of violence; and
c. the specific procedures the district has implemented to protect employees (such as appropriate work practices, emergency procedures, and the use of security alarms).

Additionally, at the time of initial assignment and at least annually, employees will be informed of the requirements of Labor Law §27-b, the risk factors identified in the workplace, and the location, and how to obtain a copy of, the district’s WVPP.

This policy must be posted where notices to employees are normally posted.

The district shall not take retaliatory action against any employee because the employee exercises any right accorded to them by this policy, the district’s WVPP and/or applicable law.

Cross-ref: 5300, Code of Conduct
1830, School Safety Plans and Teams

Ref: Labor Law §27-b
12 NYCRR §800.6

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