



## **Reporting Workplace Violence Guidelines**

### **I. Introduction**

Workplace violence is a concern that the Auburn Enlarged City School District takes very seriously. This guide is intended to assist employees in recognizing, reporting, and responding to incidents of workplace violence. Prompt and accurate reporting is crucial to maintaining a safe and healthy work environment for everyone.

### **II. Definition of Workplace Violence**

The term “workplace violence” is defined as any physical assault or acts of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment, but not limited to:

- An attempt or threat, whether verbal or physical, to inflict physical injury upon the employee
- Any intentional display of force that would give an employee reason to fear or expect bodily harm
- Intentional and wrongful physical contact with a person without his or her consent that entails some injury
- Possession of a weapon while on District property or while engaged in District business
- 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

### **III. Application of the Program**

The Auburn Enlarged City School District recognizes that striking a balance that ensures a safe environment for both students and employees is paramount.

The application of this program will focus on proactively improving safety measures for all with consciousness of the disparities that exist that adversely



impact marginalized students and employees. We will ensure that the correct responsive measures are utilized based on the severity of the violation(s). We are committed to implementing training that will educate, prepare, and equip all with the tools needed to identify workplace violence and respond promptly and equitably as the situation warrants. We will implement supportive and restorative justice measures when permissible, allowable, and appropriate.

We firmly believe that the law governing workplace violence should be clearly defined, recognizing the unique challenges and needs of neurodivergent students. It is crucial to uphold their constitutional right to access education in a safe and inclusive environment. To achieve this delicate balance, the AECSO is committed to taking proactive steps towards prevention. This involves the effective implementation of personalized plans for students with diverse needs, including neurodivergent students. These plans will be developed collaboratively with educators, parents, and relevant specialists to address individualized requirements and potential triggers.

#### **IV. Reporting Procedures**

##### **Immediate Threats:**

- If there is an immediate threat to the safety of individuals, call 911 or your local emergency number immediately.
- Take steps to ensure your safety and the safety of others, such as moving to a secure location.

##### **Non-Emergency Incidents:**

- For non-emergency incidents or concerns related to workplace violence, report the incident to your immediate supervisor or manager as soon as possible.
- Use the designated reporting channels established by the AECSO for reporting workplace violence.

##### **Supervisor's Responsibility:**

- Supervisors who receive a report of workplace violence must take immediate action to address the situation.
- Document the details of the incident, including the date, time, location, individuals involved, and a description of the events.



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*Harriet Tubman  
Administration Building  
Personnel Office*

**Personnel Office Involvement:**

- If the incident involves harassment, discrimination, or threats, the supervisor should involve the Personnel Office promptly.
- The Personnel Office will conduct a thorough investigation, maintaining confidentiality to the extent allowed by law.

**V. Reporting Channels**

**Direct Supervisor:**

- Employees are encouraged to report incidents to their direct supervisor or manager first and complete the Workplace Violence Reporting Form or Behavior Referral in School Tool.

**Personnel Office:**

- If the incident involves a supervisor or the employee is uncomfortable reporting to their supervisor, they may report directly to the Personnel Office.

**VI. Follow-Up Actions**

**Investigation:**

- Once a report is received, the AECSD will conduct a thorough and impartial investigation.
- The goal is to gather information to determine the appropriate course of action.

**Communication:**

- The AECSD will communicate with the involved parties as appropriate and provide updates on the status of the investigation.

**Resolution:**

- Based on the findings of the investigation, appropriate actions will be taken to address the workplace violence and prevent its recurrence.



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## **VII. Support Services**

Employee Assistance Program (EAP):

- Employees are encouraged to utilize the EAP for counseling and support services.

Security Measures:

- If necessary, the AECSD will implement additional security measures to ensure the safety of employees.

## **VIII. Training**

Workplace Violence Prevention Training:

- The AECSD will provide training to employees on recognizing, preventing, and reporting workplace violence.
- Continual training for school staff is an integral component of our commitment to preventing workplace violence. This training will encompass strategies for de-escalation, conflict resolution, and fostering a positive and inclusive school culture. By equipping educators with the tools to recognize and respond to potential issues early on, we aim to create an environment where students and employees feel secure and supported.

Regular Updates:

- Policies and procedures related to workplace violence will be reviewed regularly and updated as needed.

By following these reporting guidelines, AECSD employees can contribute to maintaining a safe and respectful workplace for all. Your commitment to reporting ensures a swift and appropriate response to workplace violence incidents.