

**PIONEERLAND LIBRARY SYSTEM
BOARD POLICY**

Policy: Prevention of Workplace Violence	Policy number: 2302
Policy Date: January 8, 2002	Revision Date: October 14, 2005
Approved By PLS Personnel Committee: 9/15/05	Approved by the Board: 11/17/05
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Purpose: To inform employees and board members of PLS' commitment to zero tolerance of threats or violent acts in any library or facility associated with PLS. To define supervisor and employee responsibility to ensure that PLS maintains violence-free environments. To encourage the development of local procedures to prevent, investigate, and respond to threats or violent acts at PLS headquarters and member libraries.

Policy: Pioneerland Library System will not tolerate threats or violent acts at any member library or PLS headquarters. All individuals within PLS will work to promote, establish, and maintain facilities that are free of intimidation, threats or violent acts and will implement local policies and procedures for responding to all threats or violent acts.

Definition of Workplace Violence: A threat or action, which occurs at the workplace, in which someone (an employee, patron, volunteer, visitor, etc.) seeks to intimidate, threatens to harm, or harms another person.

Procedures:

Employees:

1. All new employees and PLS Board Members will be provided with a copy of the Prevention of Workplace Violence Policy at the start of their affiliation with PLS. This policy will be reviewed during their orientation, which will be documented and kept on file.
2. Employees who have knowledge of incident(s) of workplace violence must report the incident, at the first reasonable opportunity, to their supervisor or the PLS Director/Designee. In most cases, employees will be asked to put their complaint in writing. The written complaint should include date(s), time(s), location(s), description of incident, witnesses, and employee's response. Assistance in writing out the complaint will be provided if necessary.

Supervisors and Managers:

1. Take necessary steps to protect employees from violence in the workplace.
2. Receive reports of violence.
3. Report all incidents in writing to the PLS Director/Designee within one working day. In the event the incident involves the PLS Director/Designee, report the incident in writing to the Chair of the Personnel Committee within one working day. The Chair of the Personnel Committee will notify the Chair of the PLS Board.
4. As required, participate in investigations and testify in administrative and court hearings.
5. Model appropriate behavior in the workplace.

PLS Director/Designee:

1. Take necessary steps to protect employees from violence in the workplace.
2. Receive reports of violence.
3. Complete an investigation promptly after receiving report of an incident. The investigation will include interviews with employees and witnesses, a determination of the frequency, severity, context, and duration of incident(s) as well as its interference with work performance, and the collection of any document(s) or other information relating to incident(s). The investigation will be conducted impartially and confidentially.
4. Submit a confidential written report to the Chair of the Personnel Committee and the Chair of the PLS Board after receiving report of an incident. This written report will document findings of the investigation and recommend action. Action could include, but is not limited to: mediation, disciplinary action (under Policy 701), recommendation to seek legal counsel, suspension, or termination of employment of offending employee or of an employee making false accusations.
5. If the incident involves the Chair of the Personnel Committee, submit the report only to the Chair of the PLS Board. Similarly, if the incident involves the Chair of the PLS Board, submit the report only to the Chair of the Personnel Committee.
6. If required, testify in administrative and court hearings.
7. Model appropriate behavior in the workplace.

PLS Board Members:

1. Receive investigative reports and determine disciplinary action which can include, but is not limited to: mediation, disciplinary action (under Policy 701), recommendation to seek legal counsel, suspension, or termination of employment of offending employee or of an employee making false accusations.
2. If required, testify in administrative and court hearings.
3. Model appropriate behavior in the workplace.

Human Resource Designee:

1. Provide all new employees and PLS Board Members with a copy of the Prevention of Workplace Violence Policy at the start of their affiliation with PLS. Review this policy with the new employee and/or board member during their orientation, which will be documented and kept on file.
2. Retain copies of all reports and/or recommendations in PLS personnel files.

Prohibition Against Reprisal: Managers, supervisors, employees, and board members are prohibited from engaging in retaliatory action against anyone because that person has made a complaint of violence or cooperated in the investigation of a complaint of violence. Any employee who believes that he/she is the target of retaliatory action should immediately report this to the PLS Director/Designee. If the PLS Director/Designee is engaging in retaliatory action, this should be reported to the Chair of the Personnel Committee. The Chair of the Personnel Committee will notify the Chair of the PLS Board.

Penalty for Engaging in Violence or Reprisal: A violation of this policy may be grounds for immediate discipline up to and including discharge. The specific penalty to be imposed shall be determined on a case-by-case basis, after a careful review of all the relevant facts, and in accordance with labor agreements or plans.