

POLICY 4112
VIOLENCE IN THE WORKPLACE

The district is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the district has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on district premises.

All employees are to be treated with courtesy and respect at all times. Employees are prohibited from fighting, "horseplay," spreading rumors, or other conduct that may be dangerous to others. Except to the extent allowed by law, firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises.

Conduct that threatens, intimidates, or coerces another employee, a student, or a member of the public at any time, including off-duty periods, will not be tolerated. All threats of (or actual) violence, both direct and indirect, must be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by students, vendors, solicitors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible.

All suspicious individuals or activities must also be reported as soon as possible to a supervisor. No employee should place himself/herself in peril.

The district will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the district may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment. The district encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resources Department before the situation escalates into potential violence. The district is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

LEGAL REF.: Wisconsin Statutes
 111.31-111.395 (Fair employment standards - employment discrimination)
 118.195 (Handicap teacher discrimination)
 118.20 Teacher discrimination, including sexual harassment
 940.25 (Battery to school district officers and employees)
 947.0125 (Unauthorized use of computerized communication systems)
 947.013 (Harassment)
 948.605 (Gun free school zones)
 948.61 (Dangerous weapons other than firearms on school premises)
 Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal
 Employment Opportunity Act of 1972 (Race, color, religion, sex or national origin
 discrimination; general employment discrimination)
 Title IX, Education Amendments of 1972 (Sex discrimination)
 Section 504, Rehabilitation Act of 1973 (Handicap discrimination)

Age Discrimination Act of 1975, as amended by the Older Workers Benefit Protection Act of 1991 (Age discrimination)
Pregnancy Discrimination Act (Pregnancy, childbirth or related medical conditions discrimination)
Americans with Disabilities Act of 1990 (“ADA”), as amended by the ADA Amendments of 2008 (Disability discrimination)
Equal Employment Opportunities Commission Guidelines (29 C.F.R. - Part 1604.11) (Employee sexual harassment)
Gun-Free Schools Act of 1994

CROSS REF.: 4110 – Equal Employment Opportunity and Affirmative Action
4111 – Employee Harassment
4223 – Staff Misconduct Reporting
4270 – General Employee Complaints
4362 – Employee Discipline
Employee Handbook

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: September 23, 2014

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March 28, 2017