



WORKPLACE VIOLENCE



WORKPLACE VIOLENCE PREVENTION ACT

September 4, 2024



PRESENTING TODAY



Dr. Christopher Miller, Chief of Human Capital



Dr. Joseph Sergio, Sr. Director of Employee Benefits and Wellness



EAP

Employee Assistance Program (EAP) is Free!

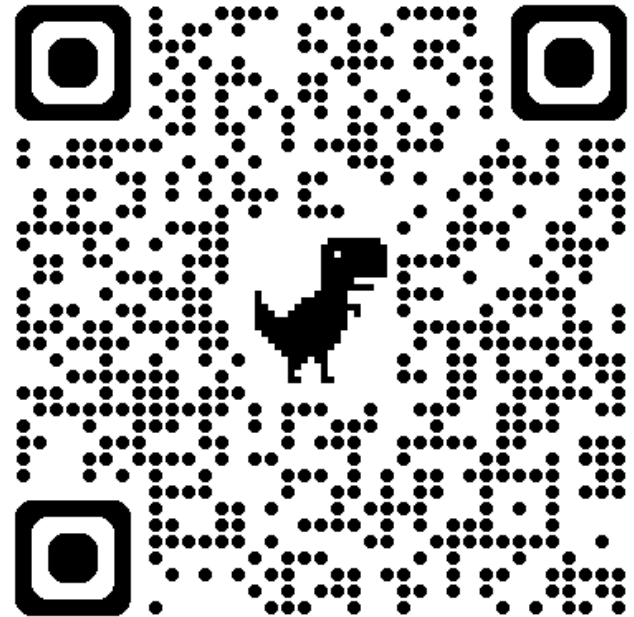
ENI (Employee Network Incorporated)

Phone: 800-EAP-CALL (800-327-6655)

On the Web: www.nexgeneap.com

App Store: NexGen EAP

Employer Code: 9045



WORKPLACE VIOLENCE PREVENTION ACT

The Workplace Violence Prevention Act (Article 2, section 27-b of the New York State Labor Law) requires public employers to develop and implement programs to prevent and minimize workplace violence and ensure the safety of public employees.

Law went into effect January 4, 2024.

[NYS Department of Labor Fact Sheet](#)

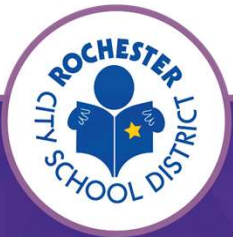
[NYS Department of Labor FAQ](#)



WORKPLACE VIOLENCE PREVENTION ACT

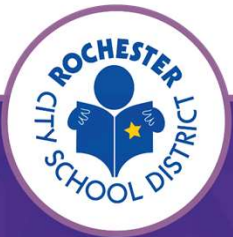
The RCSD, as a public employer we must comply and work with our labor unions to ensure implementation of a workplace violence program which includes the following components:

1. Risk Evaluation
2. Policy Statement: [RCSD Board of Education Policy 8130.2](#) (12/21/2023)
3. Prevention Program
4. Employee Training and Information
5. Workplace Violence Reporting System
6. Review process for all incidents with District and Union representatives



TIMELINE AND DISTRICT STEPS TO IMPLEMENT

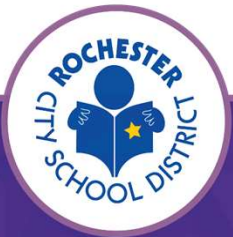
1. A committee of District and Union staff met throughout the 2023/24 School Year to work and develop a program.
2. The Board of Education passed the District's Workplace Violence Prevention policy (8130.2) in December 2023.
3. During the Winter and Spring of 2024, the committee reviewed Workers' Compensation claim details, Employee Discipline logs, and Assault claims. The committee also worked to develop a reporting process, a plan to address reports that come in, and started developing a Workplace Violence Prevention plan document.
4. In June 2024, the committee completed a risk assessment walk-through of every building at RCSD.
5. During the Summer of 2024, the committee reviewed and finalized the plan and training.
6. Today – you are receiving the training.



WHAT IS WORKPLACE VIOLENCE?

Workplace violence is any physical assault or act of aggressive behavior occurring in the workplace. Workplace violence includes but is not limited to:

1. Any verbal or physical threat or attempt to inflict physical injury on an employee.
2. Any intentional display of force which gives an employee reason to fear or expect bodily harm.
3. Intentional, wrongful, and nonconsensual physical contact with an employee that causes injury.
4. Stalking an employee with the intent of causing fear of harm for an employee's physical safety and health, when such stalking has arisen through and in the course of employment.



HOW TO REPORT AN INCIDENT

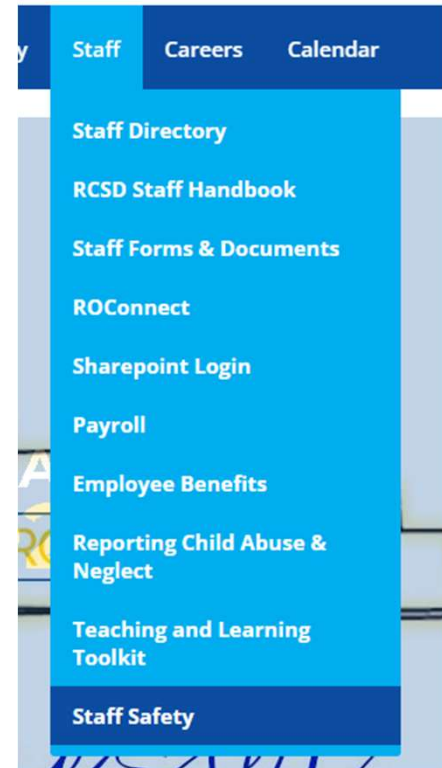
A report of Workplace Violence is required anytime you have been a victim of workplace violence or a witness to a workplace violence incident. There are several ways to access the report form:

- On the District website at – www.rcsdk12.org. Select “staff” at the top and click on Staff Safety in the drop down.
- Click the QR code available in your building and being handed out to you during this presentation.
- If you do not have access to a cell phone or computer, you can download a written report form and email it to workplace_violence@rcsdk12.org.



WHERE CAN I GET ADDITIONAL INFORMATION ON THE DISTRICT'S WORKPLACE VIOLENCE PROGRAM

- Select “staff” on top of any page at the RCSD website and then click “Staff Safety”
- You can contact your Union office or Building Representative.
- You can contact the Office of Human Capital at 585-262-8597.
- Your main office has a copy of the Workplace Violence Prevention program document.



WHAT HAVE WE LEARNED SO FAR?

Through this process, we have identified several best practices that are going to be implementing, including:

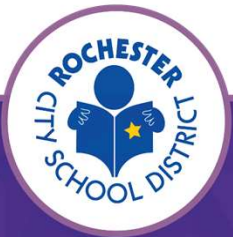
- Staff are not always thinking about their “exit” when going into a meeting. So ask yourself, if this person gets upset with me – can I get out of the room easily? Set yourself up for success in a meeting.
- Not all exterior doors have card readers to come back in. We encourage all staff to only exit doors with easy entry back into the building should there be a threat outside.
- Staff should always wear their IDs.
- While it may be “polite” to hold a door for someone – do not allow anyone into a building who does not have badge access. There may be a reason they are not allowed into the building.



KUDOS

While this law is new for School Districts, I am very pleased to share that we found our buildings are very safe. We can also use some fine-tuning but in general buildings were doing a great job prior to this requirement. A few notes we had about our risk assessment activities:

- While some buildings have blind spots with cameras, they know where these blind spots are have put other systems in place to ensure supervision and coverage of those areas.
- Staff have ensured their phone listings are near their phones to make is very easy to call for help in the event of an emergency.
- Special Education has guards available to protect staff while working with students who bite or scratch.
- Comprehensive evacuation and lock down drills are developed and are practiced on a regular basis.



WRAP UP

Your building will be providing you with building specific training on expectations and procedures. If you have any questions about this training, please discuss with your building trainer.

If you have any questions about the material from today, please speak with your building administrator, contact your union, or email the Office of Human Capital at workplace_violence@rcsdk12.org.

The District's Employee Assistance Program (EAP) provides free counseling to all staff. The number for our EAP provider is 800-EAP-CALL (800-327-2255) or on the web at www.nexgeneap.com.



