

Workplace Violence

MESD school administrators, department directors, supervisors, and the Superintendent or designee have responsibility for investigations concerning workplace violence. The investigator(s) shall be a neutral party having had no involvement in the complaint or allegation presented.

- Step 1 Employees who experience or witness any incidents or conduct which presents a risk of harm to employees and others, including threatening behavior or threatening communication, must immediately report such information to any of the following individuals: immediate supervisor, department director, or Superintendent or designee. The report must be in writing and include the date(s) of the incident or conduct and a brief description of what occurred.
- Step 2 The MESD official receiving the report of workplace violence shall promptly notify the Superintendent who will initiate an investigation.
- Step 3 The Superintendent or designee will arrange such meetings as may be necessary to discuss the issue with all concerned parties. All findings of the investigation, including the response of the employee alleged to have engaged in conduct amounting to workplace violence, shall be included in a written final report.
- Step 4 The MESD official(s) conducting the investigation shall notify the reporting party in writing when the investigation is concluded.
- Step 5 A copy of the written final report, including the notification letter, other documentation related to the workplace violence incident, and any disciplinary action taken or recommended shall be forwarded to the Superintendent or designee for review or final action.

The final report and any related information gathered during the investigation will be maintained as a confidential file in the Human Resource Services Department.

Any employee who is found, after investigation, to have known about or otherwise had information about violence, threats, or harassment, but failed to follow this policy, will be subject to discipline, up to and including discharge.