

MEMORANDUM:

TO: Personnel, Legislative and Public Affairs Subcommittee

SUBJECT: Addition to Employee Manual
Workplace Violence Policy

DATE: April 24, 2008

FROM: John Winkler, General Manager

In response to a recent incident at the Natural Resources Center, I am recommending that the following policy be added to the P-MRNRD Employee Manual:

WORKPLACE VIOLENCE:

It is the District's policy to promote a safe environment for its employees. The District is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation and other disruptive behavior.

Violence, threats, harassment, intimidation and other disruptive behavior in our workplace will not be tolerated. All reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and will be subject to disciplinary action, criminal penalties or both. Violence, threats, harassment, intimidation and other disruptive behavior which occurs outside our workplace (including stalking) will not be tolerated and will be subject to disciplinary action, criminal penalties or both.

The employees' cooperation is needed to implement this policy effectively and to maintain a safe working environment. If you observe or experience violent, threatening, harassing, intimidating or other disruptive behavior by anyone on District premises or on work location, report it immediately to a supervisor or to the General Manager. Of course, behavior that requires immediate attention should first be reported to law enforcement.

Supervisors who receive such reports should seek advice from the General Manager regarding investigating the incident and initiating appropriate action. Employees suspected of violating this policy may be suspended pending an investigation. All reports and all information given during an investigation will be treated as confidentially as possible, subject to the need to conduct a full and fair investigation, and to inform the individuals involved.

Threats or assaults that require immediate attention by police should be reported to the General Manager and to the following:

Natural Resources Center	Sarpy County Dispatch	593-4111
O&M Shop	Sarpy County Dispatch	593-4111
Blair Field Office	Police	911 or 426-4747
Tekamah Field Office	Burt County Sheriff	911 or 374-2900
Walthill Field Office	Thurston Co. Sheriff	911 or 385-3018
Walthill O&M Shop	Thurston Co. Sheriff	911 or 385-3018
Dakota City Field Office	Emergency Police and Fire Local Police Local Fire	911 494-7512 494-7555

May 8, 2008

- **It is the Management's recommendation that the Subcommittee recommend to the Board that the Workplace Violence Policy be adopted and included in the Employee Policy Manual.**