



**Pima County Community College District
Administrative Procedure**

<i>AP Title:</i>	Workplace Violence Prevention – Procedures and Education
<i>AP Number:</i>	AP 11.06.01
<i>Adoption Date:</i>	8/11/04
<i>Schedule for Review & Update:</i>	Every three years
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<i>Sponsoring Unit/Department:</i>	Finance
<i>Policy Title(s) & No(s):</i>	Workplace Violence Prevention, BP 11.06
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	Employee Handbook, Student Code of Conduct

PURPOSE

The purpose of this Administrative Procedure (“AP”) is to define behavior which constitutes workplace violence and to define procedures for reporting and resolving incidents of, and educating employees about, workplace violence at Pima Community College (“College”).

AUTHORITY

Pursuant to BP 11.06, “Workplace Violence Prevention”, the Executive Vice Chancellor for Finance and Administration is designated as the Sponsoring Unit for this AP and shall be responsible for its implementation.

SECTION 1: Procedures

1.1 “Workplace” is defined as any location where College business, programs,

activities, or services are provided, including, but not limited to, classrooms, conference rooms, parking lots, remote locations, etc.

- 1.2 For purposes of this policy, “workplace violence” shall mean any behavior, act, or statement that:
 - a. Would be interpreted or perceived by a reasonable person to be aggressive, intimidating, or harassing, and
 - b. Which carries an expressed or implied intent to cause harm to a person or property.

- 1.3 Workplace violence is considered a violation of College employee and student codes of conduct and may subject an individual to corrective action or discipline in accordance with the terms of the applicable policies and procedures. Contractors and their agents conducting business with the College are expected to take appropriate corrective action to respond to incidents of workplace violence. Where appropriate, violators may be subject to legal action. Workplace violence may also constitute a violation of state law and could subject the offender to other legal action (see, e.g., ARS § 13-1201 Endangerment, ARS § 13-1202 Threatening or Intimidating, ARS § 13-1203 Assault, ARS § 13-3601 Domestic Violence).

- 1.4 Every member of the College community, including contractors and their agents, is responsible for reporting instances of workplace violence in accordance with College policy. Procedures for reporting workplace violence are:
 - a. In emergency situations, contact College Police by dialing 911. The student or employee should then report the incident to an appropriate supervisor, faculty, or administrator.
 - b. In non-emergency situations, workplace violence should be reported first to an immediate supervisor, with subsequent notification by the supervisor to College Police.
 - c. College Police should be contacted if there is a witnessed instance or report of workplace violence and the supervisor is unknown or unavailable.

- 1.5 Every supervisor, faculty, or administrator is responsible for responding promptly and thoroughly to allegations of workplace violence, in

accordance with the terms of this provision.

Reported instances of workplace violence should be addressed as follows:

- a. Violence By Students: instances of workplace violence by student shall be addressed in accordance with the Student Code of Conduct; where appropriate, disciplinary action may be administered up to an including expulsion from the College.
- b. Violence By Employees: an appropriate supervisor, in accordance with the Employee Handbook, shall address reported instances of workplace violence by an employee. Supervisors will consult with College Police, the College's Human Resources/Employee Relations Office, and the responsible administrator about the resolution of such instances of workplace violence and any other appropriate action, including possible referral to the Employee Assistance Program. Where appropriate, corrective action may be administered in accordance with the Employee Handbook.
- c. Violence By Independent contractors and their agents, visitors, and other non-employees doing business with the College: parties involved in reported instances of workplace violence may be removed from the premises and may be subject to administrative action, criminal penalties, or both. College employees, in conjunction with the appropriate administrator, shall consult with College Police and/or the College's Human Resources/Employee Relations Office about appropriate resolution of such instances.

SECTION 2: Education

The Executive Vice Chancellor for Finance and Administration or designee will establish a training and awareness program informing employees about the danger of violence in the workplace, the policy of maintaining a safe workplace, and the reporting and penalties imposed for violations.

The Executive Vice Chancellor for Finance and Administration or designee, in conjunction with the Provost (or designee), shall establish training and awareness opportunities for students about workplace violence. Such opportunities will inform students of their rights and responsibilities with particular emphasis on the Student Code of Conduct, the policy of maintaining a safe work environment, and the reporting and penalties imposed for violations.