

Tyrone Area School District

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: VIOLENCE IN THE WORKPLACE

ADOPTED: AUGUST 12, 2003

REVISED:

	<p style="text-align: center;">354. VIOLENCE IN THE WORKPLACE</p> <p>1. Purpose</p> <p>It is the policy of the Tyrone Area School District to provide its staff (administrators, supervisors, instructional and non-instructional employees) with a pleasant, non-hostile work environment which encourages efficient, productive and creative work. Therefore, certain rules and regulations regarding employee behavior are necessary for the benefit and safety of all employees, students and visitors. Conduct that interferes with operations, discredits the district, or is offensive to employees, students or visitors will not be tolerated.</p> <p>2. Authority</p> <p>Employees are expected at all times to conduct themselves in a positive manner in order to promote the best interests of the district. All employees are responsible for maintaining a pleasant non-hostile work environment, as well as reporting any verbal or physical conduct by any employee or non-employee that harasses, disrupts, or interferes with another’s work performance or which creates an intimidating, offensive or hostile work environment.</p> <p>Appropriate employee conduct includes:</p> <ol style="list-style-type: none"> 1. Treating all students, coworkers and visitors in a courteous manner; 2. Refraining from behavior or conduct that is offensive or undesirable, or which is contrary to the district’s mission or goals; 3. Reporting to management suspicious, unethical or illegal conduct by students, coworkers or visitors; 4. Reporting to management any threatening or potentially violent behavior by coworkers; and 5. Cooperating with district representatives in any investigation. <p>Conduct considered inappropriate or in violation of this policy may subject the employee to disciplinary action, up to and including termination. The following examples of impermissible behavior is provided for illustrative purposes only and is not intended to be an all-inclusive list:</p>
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<p>3. Delegation of Responsibility</p>	<ol style="list-style-type: none">1. Engaging in or threatening acts of workplace violence, including but not limited to:<ol style="list-style-type: none">A. Possessing firearms or other weapons on district property which is a violation of state law, Pennsylvania Crimes Code §912, Possession of Weapon on School Property;B. Fighting or assaulting a coworker, student or visitor;C. Threatening or intimidating a coworker, student or visitor.2. Using abusive language;3. Playing dangerous/inappropriate pranks or engaging in dangerous horseplay; and4. Stealing, destroying, defacing or misusing district property or another employee's property. <p>Any threat of violence in the workplace needs to be reported to the employee's supervisor immediately to ensure proper safeguards will be applied. All allegations brought to the district's attention will be investigated and appropriate action will be taken, subject to limitations of the School Code, other applicable state or federal laws and Collective Bargaining Agreements.</p> <p>Retaliation taken against individuals who bring violations of this policy to the district's attention, or individuals who assist in investigating such allegations, is strictly prohibited.</p> <p>If the investigation concludes that the allegations were contrived or brought forth in bad faith, then the superintendent may recommend or impose appropriate discipline up to and including dismissal on the complainant, subject to any limitations of law and applicable Collective Bargaining Agreements. In addition, if the district finds that the accused retaliated against the complainant(s) in any way because of the complaint, then the superintendent may recommend or impose appropriate discipline, up to and including dismissal on the accused, subject to limitations of the School Code, other applicable state or federal laws and Collective Bargaining Agreements.</p>
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