



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

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PERSONNEL COMMITTEE

(Directors John Merchant and Randy Jenco)

Regular Meeting
February 5, 2019 at 7:30 a.m.

All persons present at District meetings will place their cellular devices in silent and/or vibrate mode (no ringing of any kind). During meetings, these devices will be used only for emergency purposes and, if used, the party called/calling will exit the meeting room for conversation. Other electronic and internet enabled devices are to be used in the "silent" mode. Under no circumstances will recording devices or problems associated with them be permitted to interrupt or delay District meetings.

AGENDA

- 1. Call to Order**
- 2. Comments from the Public**
- 3. Review District Policy P2019-01 Violence in the Workplace**
- 4. Directors & Staff Comments/Suggestions [no action]**
- 5. Adjournment**

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is February 1, 2019. Posting locations are: 1) District Office; 2) Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

MEMORANDUM

Date: February 1, 2019
To: Personnel Committee
From: Mark Martin, General Manager
Subject: Review District Policy P2019-01 Workplace Violence

RECOMMENDED ACTION

Review District Policy P2019—01, Workplace Violence.

BACKGROUND

The District recognizes that workplace violence is a growing concern among employers and employees across the country. The District is committed to providing a safe, violence-free workplace. The attached policy defines workplace violence along with the process/procedure for reporting, investigation, and corrective action and discipline the District may take.

In December 2018, the District was in the process of drafting a standalone incident investigation policy responsive to a recommendation by our risk manager. When District General Counsel Richard Shanahan reviewed the draft incident investigation policy, he recommended that in lieu of a standalone incident investigation policy, the topic of which is already embedded in the District's Injury Illness Prevention Program, the District should instead extract a component of the incident investigation policy that addressed workplace violence and adopt that topic as a standalone policy instead.

Mr. Shanahan offered staff a draft workplace violence policy language for your consideration. Staff has reviewed the policy and concurs with the draft language. That policy is attached for your review.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Personnel	Policy # 2019-01
Title:	Violence in the Workplace	

PURPOSE

The District recognizes that workplace violence is a growing concern among employers and employees across the country. The District is committed to providing a safe, violence-free workplace. In this regard, the District strictly prohibits employees, officers, consultants, contractors, vendors, customers, visitors, or anyone else on District premises or engaging in a District-related activity from behaving in a violent or threatening manner. Moreover, as part of this policy, the District seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence prior to any violent behavior occurring. The District believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs and has established procedures for responding to any situation that presents the possibility of violence.

BASIC POLICY

Workplace Violence Defined. Workplace violence includes, but is not limited to, the following: (a) threats of any kind; (b) threatening, physically aggressive, or violent behavior, such as intimidation of or attempts to instill fear in others; (c) other behavior that suggests a propensity towards violence, including yelling, belligerent speech, excessive arguing or swearing, sabotage, or threats to sabotage District property, or a demonstrated pattern of refusal to follow District policies and procedures; (d) defacing District property or causing physical damage to the facilities; or (e) bringing weapons or firearms of any kind on District premises, in District parking lots, or while conducting District business. Workplace violence excludes the proper and authorized use firearms (e.g., "blanks," paint guns and net guns) within the course and scope of an employee's work duties.

Reporting. If any employee (a) observes or is aware of any of the actions or behavior listed above by any person in or around the District premises or otherwise in connection with District business, (b) is aware of any restraining order regarding a District employee, or (c) is aware of a potentially violent non-work related situation that could result in violence in the workplace, then he or she shall immediately notify the Manager or a supervisor immediately.

Investigation. All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, the District will inform the reporting individual of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting employee and of the investigation. The District may, however, need to disclose results in appropriate circumstances, for example, in order to protect individual safety. The District will not tolerate retaliation against any employee or other person who reports workplace violence.

Corrective Action and Discipline. If the District determines that workplace violence has occurred or that there has been another violation of this policy, effective remedial action and/or discipline will be taken in accordance with the circumstances involved. Any employee, officer, contractor, consultant, or vendor determined by the District to be responsible for workplace violence or other

violation of this policy will be subject to appropriate disciplinary action according to the nature and severity of the offense, and any prior record of discipline. The range of disciplinary action includes verbal or written reprimand, censure, suspension without pay, demotion, probation, discharge from employment, and, for contractors, consultants and vendors, termination, cancellation or suspension of its contract. If the workplace violence is that of a non-employee, the District will strive to take appropriate corrective action in an attempt to ensure that such behavior is not repeated. Under certain circumstances, the District may forego disciplinary action against an employee on the condition that the employee agrees to take a medical leave of absence. In addition, the District may provide for the employee to participate in counseling, either voluntarily or as a condition of continued employment.

**Approved by Rancho Murieta Community Services District's
Board of Directors**

DRAFT