

UW REGULATION 1-44

Violence in the Workplace

I. POLICY

Violations of this policy will be addressed promptly, with appropriate corrective action taken. Violations of a severe or persistent nature are considered serious and may result in termination of University employment, subject to applicable UW Regulations governing dismissal of academic personnel or staff.

This policy is independent of and not intended to replace or supplant the role of law enforcement in responding to acts or threats of violence. In many cases, the first response to acts or threats of violence should be to call the University police or local law enforcement.

II. PROCEDURES

A. General Roles and Responsibilities

1. General

- a.** Any person experiencing or observing threats or acts of violence should call 911 or University Police immediately.
- b.** Acts of violence, threats of violence, or acts of retaliation should be reported to the Director of Diversity and Employment Practices within ten (10) working days of the incident.
- c.** Each employee should notify his/her supervisor or another appropriate university official of any protective orders or restraining orders against individuals who are included in the workplace.

2. Persons Authorized to Receive Reports of Workplace Violence, Threats of Violence, or Retaliation

- a.** A complaint may be brought to any appropriate administrator of the University community including
 - (1.)** Employee Relations Manager, Human Resources
 - (2.)** Director, Human Resources

- (3.) Director, Diversity and Employment Practices
- (4.) Any academic or administrative officer of the University
- (5.) Any college dean, director, supervisor, department head or their designee

3. Investigation of Complaints

- a. Any member of the University community—i.e. student, staff, faculty member, and campus visitor—is required to report acts or threats of workplace violence to the Director of Diversity and Employment Practices or the appropriate university official.
- b. All University personnel who are informed of complaints of violence or threats of violence shall immediately forward the complaint to the Director of Diversity and Employment Practices.
- c. The Director of Diversity and Employment Practices, or their designee, is responsible for coordinating a complaint investigation process. Investigations, if necessary, shall ordinarily be completed within thirty calendar days following the date the complaint is received by the Director of Diversity and Employment Practices. The President or appropriate Vice President may approve an extension of time for good cause. The investigator may make a recommendation on action to the appropriate Vice President.
- d. The Vice President shall take action, including disciplinary action where appropriate.
- e. Diversity and Employee Practices will maintain University-wide information on workplace acts or threats of violence.

III. SANCTIONS

Employees who violate this policy will be subject to disciplinary action up to and including termination. Employees who intentionally bring false charges will also be subject to disciplinary action up to and including termination. In all cases in which termination is sought, employees have the right to due process as set forth in applicable UW Regulations governing dismissal of academic personnel or staff.

Non-employee violations of this policy will be handled in accordance with applicable University policies.

IV. DISPOSITION OF THE RECORD

All University records concerning acts of violence or threats of violence shall be considered confidential personnel records and will be closed to the public in accordance with Wyoming law. Student records shall be closed in accordance with federal and Wyoming law. The Office of Diversity and Employment Practices shall be custodian of official records of all complaints.

Nothing contained in this policy shall be construed to infringe upon the right of free speech or academic freedom of any member of the University community, nor to diminish any individual's right to make a legal claim under state or federal statutes.

Source:

University Regulation 44; adopted 1/22/10 Board of Trustees meeting
Revisions adopted 11/15/13 Board of Trustees meeting
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