



## Administrative Procedure

Procedure Name	<b>DOMESTIC VIOLENCE IN THE WORKPLACE</b>
Policy Number	<b>635.01</b>
Date Adopted	3/16/98
Date(s) Revised	3/11, 6/22

### Instructors and Supervisors:

Be aware of physical or behavioral changes in employees and consult with one of the Vice Presidents, Chief Executive Human Resources (CEHR), counseling center staff, ~~Director of Safety~~ and Security Coordinator and/or the Employee Assistance Program for advice. Do not attempt to diagnose the employee.

Be responsive when an employee who is either the victim or the perpetrator of domestic violence asks for help. Immediately contact one of the College personnel listed above and/or the Employee Assistance Program for assistance.

*Maintain confidentiality.* Information about the employee should only be given to others on a need-to-know basis.

Work with the victim to assess the need for and develop a workplace safety plan for the victim. Victims of domestic violence know their abusers better than anyone else. When it comes to their own personal safety, offer to assist them in developing a workplace safety plan, but allow them to decide what goes into it. If it is determined that other employees or students are at risk, it is essential to take measures to provide protection for them.

Adjust the employee's work schedule and/or grant leave (sick, annual, shared leave, compensatory time, or leave without pay) if the employee needs to take time off for medical assistance, legal assistance, court appearances, counseling, relocation or to make other necessary arrangements to create a safe situation. Be sure to follow all applicable personnel rules and statutes.

Maintain communication with the employee during the employee's absence. Remember to maintain confidentiality of the employee's whereabouts.

Consult with your supervisor or the CEHR regarding the appropriateness of any corrective disciplinary action against the employee who: misuses state resources to perpetrate domestic violence; harasses, threatens or commits an act of violence in the workplace or while conducting College business; or is arrested, convicted or issued an injunction as a result of domestic violence when that legal action has a bearing on the employee's ability to perform their duties.

Information about domestic violence and stalking is available on-line at <https://www.ghc.edu/about/jeanne-clery-report>. Copies are also available from the ~~Director of Safety~~ and Security Coordinator and in the student handbook.

If you or your staff would like to participate in awareness of dealing with domestic violence, violence in the workplace, or stalking training, contact the ~~Director of~~ Safety and Security Coordinator.

**Options for employees who are victims of domestic violence:**

Call law enforcement.

Call the crisis clinic.

Tell a trusted co-worker, supervisor, or manager and ask for help.

Contact the CEHR, counseling center staff, Vice President for Student Services or the ~~Director of~~ Safety and Security Coordinator.

Contact the Employee Assistance Program -statewide at 877-313-4455.

Notify your supervisor of the possible need to be absent and discuss your leave options. Be clear about your plan to return to work and maintain communications with your supervisor during your absence. If necessary, make alternate arrangements for receiving your paycheck.

If appropriate and safety is a concern, submit a recent photograph of the abuser and copy of your protection order to your supervisor and the ~~Director of~~ Safety and Security Coordinator. This assists your employer in identifying the abuser should he/she appear in the workplace.

For more information go to: <https://www.ghc.edu/about/jeanne-clery-report> (see Domestic Violence/Stalking Section).

**Components of a Workplace Safety Plan:**

Consider obtaining civil orders for protection and make sure that they remain current and are in hand at all times. A copy should be provided to the employee's supervisor, and ~~Director of~~ Safety and Security Coordinator if there is a possibility of the abusive person coming to work.

The employee should consider providing a picture of the perpetrator to reception areas and/or other employees in the area.

An emergency contact person should be identified should the employer be unable to contact the employee.

College contact person should be identified for the employee to reach when needed.

Review the employee's parking arrangements for possible changes.

Consider changing the employee's work schedule.

Consider what steps need to be taken to provide for the safety of other employees or students.

Consider having the employee's telephone calls screened at work.