WORKPLACE VIOLENCE INCIDENT PROCEDURE CHECKLIST

- **Employee** files form with Human Resource Services within 24 hours or as soon as possible. If after hours, employee files the form with University Police. University Police will forward to Human Resource Services.

  Date form received by HR: ___________ Received by: _______________
  If outside business hours,
  Date form received by University Police: _____ Received by: ___________

- **Human Resource Services** contacts the Risk Manager within 2 working hours of receipt of form to assemble Workplace Violence Assessment (WVA) Team. The team includes:
  - Risk Manager
  - Director-Public Safety/Chief of Police
  - Representative from Labor (Civil Service or Faculty)
  - and others as determined by the team

  Date and time RM contacted: _______ Contacted by: ___________
  Date and time Team contacted: _______ Contacted by: ___________

- **WVA Team** meets, reviews and determines immediate threat and recommends in writing a course of action to Director-Human Resources, Rights and Risk or designee and the supervisor no later than 2 regular working days, but sooner if situation warrants.

  Date team met: ________________
  Date recommendation forwarded: _____ Forwarded by: ___________

- **Director-Human Resources, Rights and Risk or designee and the supervisor** reviews and implements plan.

  Date recommendation received: _______ Received by: ___________
  Date implemented: ________________ Implemented by: ___________

- **Director-Human Resources, Rights and Risk or designee** assigns investigation to Equal Opportunity/Affirmative Action Coordinator.

  Date assigned: ________________ Assigned by: ________________
Equal Opportunity/Affirmative Action Coordinator interviews complainant and witnesses and issues written findings to Director-Human Resources, Rights and Risk and supervisor within 30 days. Exceptions to the finding timeline will be discussed with the Director-Human Resources, Rights and Risk and a new finding date may be established with notification to the parties involved.

Date investigation begins: ____________
Date findings forwarded: ____________ Received by: ____________

Director-Human Resources, Rights and Risk or designee and the supervisor will review findings and implement the appropriate action in accordance with the appropriate policies, rules and contracts as applicable.

Date findings received: ____________ Received by: ____________
Date action implemented: ____________ Implemented by: ____________

Director-Human Resources, Rights and Risk or designee forwards copy of findings to Risk Manager.

Date forwarded: ____________ Forwarded by: ____________

Risk Manager, upon receipt of the findings, conducts a post review with effected employee and supervisor to prevent future incidents.

Date findings received: ____________ Received by: ____________
Date post review begins: ____________ Review by: ____________
Date post review completed: ____________