

**State Human Resources Commission
Report/Policy/Rule Summary
(February 6, 2020)**

Title of Policy/Report/Rule: Reduction in Force

Purpose: Update the policy to reflect changes to North Carolina General Statute.

Period Covered (if applicable):

Summary of Proposed Policy/Report/Rule and Revision(s): North Carolina General Statute has been updated to reflect that no loss of funds shall be required as a precondition for a reduction in force (N.C.G.S. 126-7.1 (b)). The policy revisions reflect this change, as well as adding some clarification regarding retention factors.

Commission Action Requested: Approve .

Associated Rule(s) (if applicable): n/a

Submitted/Presented by: Carl Dean

Reduction in Force (continued)

Contents:

Policy

Retention Factors

Avoiding a RIF

Office of State Human Resources Responsibility

Agency or University Responsibility

Notification Requirements

Appeals

~~Affirmative Action~~

Leave

Policy

An agency or university has the authority to separate an employee whenever it is necessary due to: ~~shortage of funds or work, abolishment of a position, or other material change in duties or organization.~~

- Shortage or loss of funds_{7z}
- Shortage or loss of work_{7z}
- Abolishment of a position_{7z} and/or
- Other material changes in position duties or organization

No loss of funds shall be required as a precondition for a reduction in force; however, an agency or university may not use the RIF process to circumvent the disciplinary process required to separate or demote an employee for a disciplinary reason.

RIF procedures also apply to position or budgetary changes that result in an involuntary reduction in an employee's work hours.

Retention Factors

Retention of employees in classes affected by a RIF action shall be based on a fair and systematic consideration, at a minimum, of the following factors:

- type of appointment_{7z}
- relative efficiency_{7z}
- actual or potential adverse impact on the diversity of the work force_{7z} and

Reduction in Force (continued)

- length of service.

Although all retention factors must be evaluated, they may be weighted differently for each RIF event to meet the particular needs of the employing agency or university.

Area of Analysis for RIF: The analysis may include all or part of an agency (a unique work unit, division or entire agency/university). Differences in operation, work function, funding source, staff, and personnel administration may be considered when determining the appropriate area of analysis. However, the analysis to avoid a RIF must apply to the entire agency/university.

1. Type of Appointment: Neither temporary, nor probationary employees in their initial 12 months of employment (or initial 24 initial months of employment for sworn law enforcement officers) shall be retained in classes in which employees with permanent appointments (those who have satisfactorily completed a probationary or equivalent trial period) must be separated in the same or related class. Under certain circumstances, the Office of State Human Resources may approve exceptions to this requirement, such as when a temporary employee is written into a grant to fulfill a specialized role, when the temporary work is short-term and/or its funding would not sustain full employment, or when a temporary or probationary employee has unique qualifications or skills that an existing permanent employee could not acquire in a reasonable period of time.
2. Relative Efficiency: Relative efficiency shall be expressed as the employee's most recent overall performance rating. Management may also consider the rating for each individual or institutional goal and value when overall performance ratings are equivalent, documented employee skills and ability to perform the remaining work required of class members after the implementation of the RIF, and any active disciplinary action(s) received by the employee. Management may consider the existence of active disciplinary actions and other documented performance or conduct issues in order to further delineate among employees similarly situated in terms of their performance ratings, provided that the RIF process is not used to circumvent the disciplinary process. Management may further consider unique qualifications or skillsets to determine those employees with the greatest relative efficiency for the work continuing to be performed if such skill could not be acquired by other existing permanent employees in a reasonable period of time.

Reduction in Force (continued)

3. Actual or Potential Adverse Impact: In accordance with federal guidelines affecting equal employment opportunity and affirmative action, all decisions concerning reduction-in-force must be analyzed to determine their impact on agency utilization goals. RIF decisions must be evaluated for adverse impact based on race and sex, gender and age to avoid adverse impact in violation of Section 4.d of the Uniform Guidelines on Employee Selection Procedures as applied to selection rates for separation through RIF.

An adverse impact determination must define the organizational unit(s) to be considered for this the analysis. The analysis may include all or part of an agency (a unique work unit, division or agency/university). Differences in operation, work function, staff, and personnel administration may be considered when determining the appropriate area of analysis.

4. Length of Service: Total state service determines length of service credit. Length of service may be expressed as total state service, total agency or university service, or total work unit service. Once selected, the length of service must be consistent throughout the agency or university as expressed in their written guidelines for RIF. In determining the length of service credit, an eligible veteran shall be accorded one year of state service for each year, or fraction thereof, of military service, up to a maximum of five (5) years of credit.

Avoiding a RIF

A decision to implement a RIF must be reached only after the systematic consideration of actions designed to avoid the layoff. These actions may include, but include but are not limited to: to the elimination of vacant positions; reduction in non-personnel related expenses; placement in a vacant position for which the employee qualifies; and/or retraining employees to facilitate placement in other positions at the agency or university.

Office of Human Resources Responsibility

The responsibilities of the Office of State Human Resources (OSHR) shall include, but are not limited to the following:

1. Establishing the Reduction in Force (RIF) Plan Requirements and Program Guidelines to be followed by all agencies and universities to ensure commitment to, and accountability throughout, State Government;
2. Reviewing, approving and monitoring RIF plans and updates;
3. Providing technical assistance, training, oversight, monitoring, evaluation, and support.

Reduction in Force (continued)

to the RIF program; and

4. Developing, updating, and maintaining the RIF Priority Verification List database system.

Agency or University Responsibility

The responsibilities of each Agency Head, Department Head and University Chancellor, or their designees, shall include:

1. Adhering to the RIF policies and programs that have been adopted by the State Human Resources Commission and approved by the Governor;
2. Submitting RIF plans and any necessary updates ~~updates when necessary~~ for approval ~~by~~ OSHR a minimum of one week prior to notifying employees of RIF actions; and
3. Submitting employee information within 30 days of RIF notification to OSHR to maintain the RIF Priority Verification List.

Notification Requirements

The employing agency or university shall notify the employee in writing ~~of~~ as soon as possible and in any case no fewer than 30 calendar days prior to the effective date of separation. The written notification shall include the reasons for the reduction-in-force, expected date of separation, the employee's eligibility for priority reemployment consideration, applicable appeal rights, and other benefits available.

~~[Include information (or clarify) about employees who, as a result of a RIF action, will be placed elsewhere at the agency/university or will receive a reduction in salary or reduction in hours; ie, do the same or different notification requirements exist?]~~

Appeals

An employee separated through a reduction in force may appeal the separation only on the grounds listed in the applicable Employee Grievance ~~Policy~~ Policy found in Section 7 of this Manual.

Affirmative Action

~~In accordance with federal guidelines affecting equal employment opportunity and affirmative action, all decisions concerning reduction in force must be analyzed to determine their impact on~~

Reduction in Force (continued)

~~agency utilization goals by race and sex and to avoid adverse impact in violation of Section 4.d of the Uniform Guidelines on Employee Selection Procedures.~~

Leave

Vacation Leave: Employees may request, subject to approval by management, to exhaust vacation leave ~~after their last day of work~~ and be paid in a lump sum for the balance not to exceed 240 hours. If an employee had over 240 hours of vacation leave at the time of their separation ~~of reduction in force~~, the excess leave shall be reinstated when reemployed within one year after separation.

Bonus Leave: Bonus leave will be paid in a lump sum if eligible.

Sick Leave: Employees separated due to reduction-in-force shall be informed that their sick leave shall be reinstated if employed in any agency or university within five years.

**State Human Resources Commission
Report/Policy Summary
(February 6, 2020)**

Title of Policy/Report/Rule: Teleworking Program Policy

Purpose: To align the Teleworking Program Policy with current practice by including temporary employees as participants in the Teleworking Program.

Period Covered (if applicable): n/a

Summary of Proposed Policy/Report/Rule and Revision(s): Clarify the application of the Teleworking Program to part time (more than half time) and temporary employees.

Commission Action Requested: Approve revisions to the Teleworking Program Policy to including part time (more than half time) and temporary employees in the Teleworking Program.

Associated Rule(s) (if applicable):

Submitted/Presented by: Andrea Porterfield

Teleworking Program

Teleworking Program

Contents:

[Purpose](#)

[Covered Employees](#)

[Definitions](#)

[OSHR Responsibility](#)

[Agency Designates Position Employee](#)

[Conditions of Employment](#)

[Designation of Terms or Teleworking Arrangement](#)

[Termination of Teleworking Arrangement](#)

Purpose

Permits agencies to designate employees to work at alternate work locations for all or part of the workweek in order to promote general work efficiencies. The Office of State Human Resources has established these rules so that teleworking may be offered by State agencies as a work option to ensure competitive advantages with other employers and to meet the environmental and budgetary challenges of the future as directed by the legislature and governor. Pursuant to the mandate contained in G.S. 126-1 to apply the best methods of personnel administration as evolved in business and industry, the Office of State Human Resources has established the following rules to provide assistance to agencies in developing teleworking programs.

Advisory Note: Teleworking programs must be designed so that a reasoned determination can be made as to the benefits of teleworking within North Carolina State government. It is recognized that a public employer has a special obligation to insure that employees and work resources are being used efficiently and productively.

Covered Employees

All Full-time and part-time ~~(half-time or more)~~ permanent, probationary, temporary and time-limited employees are eligible to participate in this program.

~~Temporary and part-time Part-time (less than half-time) are not eligible to participate in this program.~~

Teleworking Program (continued)

The decision whether to allow a position or an employee to telework is wholly within management discretion and is not appealable to the Human Resources Commission.

Definitions

For purpose of this policy, the terms below mean the following:

Alternate Work Location: a worksite other than a central workplace can include employees' homes and satellite offices where official State business is performed.

Central Workplace: an employee's assigned place of work or duty station owned or operated by the State or a site that is the primary workstation for **field-basedfield-based** employees. **TypicallyTypically**, a central workplace is a duty station from which an employer along with employees in the same work unit perform the functions of their job. **HoweverHowever**, an employee's home, in instances in which it is the primary workstation for field based employees, may be considered the central workplace.

Telework/Teleworking: a flexible work arrangement in which supervisors direct or permit employees to perform their job duties away from their central workplace, in accordance with their same performance expectations and other approved or agreed-upon terms. It does not include work performed at a temporary **work-sitesite** for limited duration.

Teleworker: an employee engaged in teleworking.

Teleworking Agreement: a written agreement that details the terms and conditions by which an employee is allowed to engage in teleworking

Work Schedule: The employee's hours of work in the central workplace and/or in alternate work locations

OSHR Responsibility

The Office of State Human Resources will administer an office to provide guidance to State agencies developing teleworking programs, **and to monitor the savings provided by such**

Teleworking Program (continued)

programs.—Agencies shall report teleworking activities to the Office of State Human Resources **annually by February 1st.**

Agency Designates Position/Employee

Agencies may allow employees to engage in teleworking in compliance with these rules. Each agency that permits teleworking must establish internal policies and procedures that identify the criteria for jobs that are designated as telecommutable and shall identify the criteria for selecting employees who are eligible to engage in teleworking. The agency and employee shall mutually agree upon teleworking arrangements; however, if business necessity dictates, an agency may require an employee to telework or not to telework.

Advisory Note: Offering the opportunity to work at home is a management option; teleworking is not a universal employee benefit. Any teleworking situation is voluntary for the employee and at the discretion of management and/or the employee's supervisor.

Conditions of Employment

The policies and procedures that normally apply to the central workplace shall remain the same for teleworking employees. This shall include but not be limited to performance management. Teleworking assignments do not change the conditions of employment or required compliance with policies and rules.

Designation of Terms or Teleworking Arrangements

All teleworking arrangements shall be written and include the responsibilities of both the agency and the employee. Each participant in a teleworking arrangement must sign the document that contains the terms of the teleworking arrangement. At a minimum, the document shall define the parameters of the teleworking arrangement and shall comply with the policy provision below:

1. Compensation and Benefits: An employee's compensation and benefits will not change when he/she teleworks.

Teleworking Program (continued)

2. Safety and Liability: An agency shall establish procedures that provide reasonable assurance that materials, equipment and furniture supplied the employee at the alternate work location comply with safety standards.

Advisory Note: Since the employee's home work space is an extension of the agency work spaceworkspace, the State's liability for job-related accidents will continue to exist during the employee's approved work hours and the employee's designated work location.

3. Restricted-Access Materials: Agency supervisors must grant permission for teleworkers to work on restricted-access information or materials at alternate work locations. Teleworkers shall agree to follow agency-approved security procedures in order to ensure confidentiality and security of data.
4. Work Hours: The total number of hours that employees are expected to work will not change, whether they are worked at the central or at the alternate work location. This does not, however, restrict the use of alternative work schedules. Agencies must ensure that procedures are in place to track the work hours of employees who telework and to document the hours worked by employees covered by the Fair Labor Standards Act. Employees shall apply themselves to their work during designated work hours and not engage in other activities that are not work-related.
5. Equipment and Software: An agency shall set forth in their policies and procedures conditions by which the State will pay for telephone and services furnished to teleworkers.

Termination of Teleworking Arrangement

The agency may terminate the teleworking agreement at its discretion. Termination of a teleworking arrangement by management is not grievable to the Human Resources Commission under personnel policies. All other grievable rights shall be set forth in agency policy.

**State Human Resources Commission
Report/Policy Summary
February 6, 2020**

Title of Policy/Report/Rule: Workplace Violence

Purpose: Revise OSHR policy last revised April 1, 2008

Period Covered (if applicable): Ongoing.

Summary of Proposed Policy/Report/Rule and Revision(s): Adds new summary policy statement. Adds language to existing definitions and adds new definitions. Adds list of examples of prohibited conduct that would be considered workplace violence. Denotes that management may recommend EAP services to support employees that are victims of workplace violence. Denotes that possession of weapon in federal, state, or local buildings may or may not be permitted dependent upon applicable statutes. Describes workplace violence incident reporting and response responsibilities of employee, supervisor, and agency.

Commission Action Requested: Approval

Associated Rule(s) (if applicable): 25 NCAC 01J .1101

Workplace Violence

Workplace Violence

Contents:

[Policy](#)
[Purpose](#)
[Definitions](#)
[Coverage](#)
[Prohibited Actions and Sanctions](#)
[Employee Assistance Program](#)
[Authorized Exceptions to Policy](#)
[Support and Protections](#)
[Retaliation](#)
[Reporting Responsibilities](#)
[Agency Responsibilities](#)

Policy

It is the policy of North Carolina State government that all agencies shall provide a safe workplace for employees that is free from violence. Types of violent acts that are prohibited include, but are not limited to, threats, intimidation, bullying, stalking, domestic violence, physical attack or property damage by or against employees. Such actions, including the use of weapons, will subject the perpetrator to serious disciplinary action and possible criminal charges. Employees acting in good faith who report real or implied violent behavior will not be subject to retaliation or harassment based upon their report. All incident reports shall be confidential and released only as permitted by applicable law.

Purpose

The purpose of this policy is to establish preventative measures, hold perpetrators of violence accountable, and support victims of workplace violence. Committing violent acts, whether on-duty or off-duty, has the potential to impact an employee's ability to perform their job. The State is guided by the Federal Occupational Safety and Health Act of 1970 that requires employers to provide their employees with a safe and healthy work environment. It is intended that all useful management tools be employed to accomplish the dual purpose of reducing the effects of violence on victims and providing consequences to those who perpetrate violence. It is also intended that management utilize available resources such as an Employee Assistance Program (EAP), law enforcement, appropriate [Human Resources divisions \(Employee](#)

Workplace Violence (cont.)

Relations, Equal Employment Opportunity, etc.), and applicable personnel policies and procedures.

Definitions

Bullying is unwanted offensive and malicious behavior which undermines an individual or group through persistently negative attacks. There is typically an element of vindictiveness and the behavior is calculated to undermine, patronize, humiliate, intimidate, or demean the recipient. The behavior typically is severe or pervasive and persistent, creating a hostile work environment. Behaviors may be considered discriminatory if they are predicated on the targeted person's protected class (refer to the Unlawful Workplace Harassment Policy for additional information and procedures for discriminatory harassment).

Cyber-Bullying uses technology to intentionally harm others through hostile behavior, as well as threatening, disrespectful, demeaning, or intimidating messages. This is bullying that occurs via the Internet, cell phones, or other electronic devices (e-mails, IMs, text messages, blogs, pictures, videos, postings on social media, etc.). Refer to the Unlawful Workplace Harassment Policy for additional information and procedures for discriminatory harassment.

Domestic Violence is the use of abusive or violent behavior, including threats and intimidation, between people who have an ongoing or prior intimate relationship. This could include people who are married, divorced, separated, living or lived together, or currently or previously dated.

Intimidation is engaging in actions that include but are not limited to behavior intended to frighten, coerce, or induce duress.

Physical Attack is unwanted or hostile physical contact such as hitting, fighting, pushing, shoving, or throwing objects.

Property Damage is intentional damage to property and includes property owned by the State, employees, visitors, or vendors.

Reasonable Suspicion is a degree of knowledge enough to induce the belief that the circumstances being presented are more likely to be true than not. Reasonable Suspicion must be based on an articulable, specific and objective basis and may include direct observation and/or information received from a source believed to be reliable.

Workplace Violence (cont.)

Stalking involves harassing or pestering an individual, whether in person, in writing, by telephone, or through an electronic format. Stalking also involves following an individual, spying on them, alarming the recipient, or causing them distress, and may involve violence or the fear of violence.

Threat is the expression of intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent, conditional, or future.

Weapon is a device, instrument, material or substance used to or capable of causing death, bodily injury, or damage to property. Weapons include but are not limited to: an explosive; a device principally designed, made or adapted for delivering or shooting an explosive, chemical, biological, or radiological weapon; a firearm such as a machine gun, rifle, shotgun, or handgun; a firearm silencer; sharp object such as a knife or other blade; or any other device used for the infliction of or threat of bodily injury, damage to property, or death.

Workplace Violence includes, but is not limited to, intimidation, bullying, cyber-bullying, stalking, threats, physical attacks, domestic violence, or property damage and includes acts of violence committed by State employees, clients, customers, relatives, acquaintances, or strangers against State employees in the workplace.

Coverage

This policy applies to full-time and part-time employees with permanent, probationary, trainee, time-limited permanent, or temporary appointments. This policy applies to the conduct of an employee while functioning in the course and scope of employment as well as off-duty violent conduct that has a potential adverse impact on a State employee's ability to perform the assigned duties and responsibilities.

Prohibited Actions and Sanctions

It is a violation of this policy to:

- Engage in workplace violence as defined herein;
- Use, possess, or threaten to use an unauthorized weapon during a time covered by this policy; or

Workplace Violence (cont.)

- Misuse authority vested to any employee of the State of North Carolina in such a way that violated this policy.

A violation of this policy shall be considered unacceptable personal conduct as provided in the Disciplinary Action, Suspension and Dismissal Policy. Acts of violence, as defined herein, may be grounds for disciplinary action, up to and including dismissal.

An act of off-duty violent conduct may also be grounds for disciplinary action, up to and including dismissal. In these situations, the agency must demonstrate that the disciplinary action is supported by the existence of a rational nexus between the type of violent conduct committed and the potential adverse impact on a State employee's ability to perform the assigned duties and responsibilities.

Examples of prohibited conduct include, but are not limited to, the following:

- Physically assaulting an individual;
- Communicating a threat to an individual or his/her family, friends, associates, or their property;
- Intentionally destroying or threatening to destroy property owned, operated, or controlled by the State;
- Intimidating or attempting to coerce an employee to do wrongful acts, as defined by applicable law, administrative rule, policy, or work rule that would affect the business interests of the State;
- Stalking or intending to place another person in reasonable fear for his or her safety; or
- Possessing or using firearms, weapons, or any other dangerous devices on state property in an inappropriate manner or without authorization.

Employee Assistance Program

When a threat has been reported or management determines that a potential for violence exists, management may require an employee to undergo an assessment to determine the risk of

Workplace Violence (cont.)

danger. The Employee Assistance Program (EAP) can assist agencies by facilitating a referral to an appropriate resource for this assessment.

Management may also recommend EAP services to support employees who are the victim of workplace violence.

Authorized Exceptions to Policy

Some State employees may be required as a condition of their work assignment to possess firearms, weapons or other dangerous devices, or permitted to carry them as authorized by law.

An employee may possess a weapon if possession is:

- In compliance with North Carolina law;
- Authorized by the agency/university head or designee;
- Used by an employee who is a certified law enforcement officer;
- Required as a part of the employee's job duties with the State of North Carolina; or
- Connected with the training received by the employee in order to perform the responsibilities of their job with the State of North Carolina.

Possession of weapons in federal, state, and local buildings may or may not be permitted depending on the applicable statutes covering such premises.

Support and Protections

The agency shall make efforts to protect victims of workplace violence by offering all available and reasonable security measures. Victims may also need special accommodations or adjustments to their work schedule, location, or working conditions in order to enhance their safety. The agency shall accommodate these requests and needs whenever possible and appropriate. The agency shall work closely with victims to ensure that both the needs of the victims and the agency are addressed.

Management is expected to work in collaboration with the Human Resources department to offer support to victims of workplace violence, which includes domestic violence, and ensure all

Workplace Violence (cont.)

appropriate consultative resources are available. This support should include encouragement of the victim to use the services of the Employee Assistance Program (EAP), if available.

In addition, management shall work with their Human Resources department and use their discretion to grant a victim leave time for medical, court, or counseling appointments related to trauma and/or victimization. The following options should be considered:

- Flex Scheduling
 - Vacation Leave
 - Sick Leave
 - Leave without Pay
 - Safe Days
-

Retaliation

This policy prohibits retaliation against any employee who, in good faith, reports a violation of this policy. Every effort will be made to protect the safety and anonymity of anyone who comes forward with concerns about a threat or act of violence.

Reporting Responsibilities

Employees should immediately report any incident or potential incident of workplace violence, including new or existing protective orders, to their supervisor or their agency Human Resources department as soon as it is safe to do so. The incident will be discussed with the employee to assess the situation and evaluate threats of potential violence.

If an employee reports a workplace violence incident to the supervisor, the supervisor should then notify the Human Resources department, including the agency Employee Relations/EEO Manager and Safety Leader, or designee. If the incident presents a risk to the lives or safety of State employees, volunteers, interns, visitors or threatens property, the employee or supervisor shall call the State Capitol Police or the respective departmental, university, or local Law Enforcement Agency immediately.

Workplace Violence (cont.)

Agency management will assess the situation/circumstances and direct immediate action as needed to defuse the situation. Possible actions may include:

- Coordination with law enforcement and emergency services personnel;
- Internal communications within the agency; or
- Communication with media and/or family members (via designated employees such as the Public Information Officer or Communications Department,).

The supervisor or the designated Human Resources employee should document the incident using the agency Workplace Violence Incident Report as soon as possible but no later than 15 calendar days after the alleged incident. Additional documentation may be necessary if there is a worker's compensation claim, OSHA recordable injury, or the incident qualifies as workplace harassment. A report of workplace violence is not equivalent to a formal grievance as defined by NCGS §126-34.01.

Agency management shall conduct an internal investigation as circumstances warrant. Agency management shall determine if disciplinary action is warranted and ensure that the action is consistent with agency Human Resources policy.

Agency Responsibilities

The agency head or university chancellor shall create and maintain a workplace designed to prevent and manage workplace violence. This shall be done by developing a comprehensive workplace violence prevention and management program. Each workplace violence program shall, at a minimum, include:

- A statement establishing that workplace violence is prohibited.
- Designation of responsibility for the overall implementation of a workplace violence prevention and management program. The responsible individual may choose to establish a crisis management team approach or develop their own system that identifies and mobilizes appropriate consultative resources.
- A written workplace violence prevention and management plan including procedures for:
 - Disseminating the agency's workplace violence plan to new and existing employees;

Workplace Violence (cont.)

- Reporting of violations of the agency's workplace violence procedures by employees and supervisors;
- Investigating a report of violation of this policy or agency procedures including a description of agency preparedness and precautionary measures to be taken in responding to acts or threats of violence;
- Providing instruction to all employees regarding proper response to acts or threats of violence;
- Reporting, collecting, and maintaining information regarding incidents of workplace violence; and
- Facilitating critical incident stress debriefings for employees who have been affected by an event related to trauma and victimization.

(Agency or University Name)

Workplace Violence Incident Report

This form is for internal agency processing purposes **only**.
Use of this form **DOES NOT** constitute filing of a formal grievance as defined in NCGS §126-34.

Instructions: To file a complaint, complete the following form and submit to Supervisor or Human Resources as soon as possible and no later than 15 calendar days following the alleged incident.

EMPLOYEE INFORMATION			
CONTACT INFORMATION			
Full Name:		Personnel Number:	
Home Street Address:			
City, County, State & Zip Code:			
Home/Cell Phone Number(s):			
Preferred Email Address:			
EMPLOYMENT INFORMATION			
Facility/Division/Department:			
Position Title:		Work City & County:	
Office Contact Information:	Phone Number:		Email Address:
Immediate Supervisor's Name:			
INCIDENT DETAILS			
GENERAL INFORMATION:			
Date of Incident:		Time of Incident:	
Address/Location of Incident:			
INDIVIDUALS INVOLVED IN INCIDENT (use additional sheets if necessary):			
Name:		Name:	
Involvement:	<input type="checkbox"/> Victim or <input type="checkbox"/> Assailant	Involvement:	<input type="checkbox"/> Victim or <input type="checkbox"/> Assailant
Title:		Title:	
Division:		Division:	
Phone:		Phone:	
Immediate Supervisor:		Immediate Supervisor:	
ASSAILANT RELATIONSHIP TO EMPLOYEE:			
<input type="checkbox"/> Co-Worker	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Subordinate	<input type="checkbox"/> Former Employee
<input type="checkbox"/> Customer/Client	<input type="checkbox"/> Spouse/Family Member	<input type="checkbox"/> Stranger	<input type="checkbox"/> Other

(Agency or University Name)

Workplace Violence Incident Report

This form is for internal agency processing purposes **only**.

Use of this form **DOES NOT** constitute filing of a formal grievance as defined in NCGS §126-34.

REASON FOR INCIDENT (check all that apply):

<input type="checkbox"/> Conflict w/co-worker(s)	<input type="checkbox"/> Poor performance review	<input type="checkbox"/> Alcohol/drugs in workplace	<input type="checkbox"/> Demotion
<input type="checkbox"/> Conflict w/supervisor	<input type="checkbox"/> Disciplinary action	<input type="checkbox"/> Mental health problems	<input type="checkbox"/> Dismissal
<input type="checkbox"/> Family/domestic dispute	<input type="checkbox"/> Discrimination	<input type="checkbox"/> Reduction in force	<input type="checkbox"/> Other

TYPE OF INCIDENT (check all that apply):

<input type="checkbox"/> Bullying	<input type="checkbox"/> Cyber-bullying	<input type="checkbox"/> Domestic Violence	<input type="checkbox"/> Intimidation
<input type="checkbox"/> Physical Attack	<input type="checkbox"/> Property Damage	<input type="checkbox"/> Reasonable Suspicion	<input type="checkbox"/> Stalking
<input type="checkbox"/> Threat	<input type="checkbox"/> Weapon	<input type="checkbox"/> Other	

IF A THREAT, HOW WAS IT COMMUNICATED? (check all that apply):

<input type="checkbox"/> Communicated directly to victim	<input type="checkbox"/> Verbal	<input type="checkbox"/> Mail	<input type="checkbox"/> Written Note	<input type="checkbox"/> Email
<input type="checkbox"/> Communicated to another person	<input type="checkbox"/> Verbal	<input type="checkbox"/> Mail	<input type="checkbox"/> Written Note	<input type="checkbox"/> Email
<input type="checkbox"/> Other (specify):				

IF A PHYSICAL ATTACK, HOW WAS IT CARRIED OUT? (check all that apply):

<input type="checkbox"/> Hitting, fighting, pushing, or shoving	<input type="checkbox"/> Use of weapon such as a gun, knife, etc. (specify):
<input type="checkbox"/> Use of object as a weapon (specify):	<input type="checkbox"/> Other:

INCIDENT SUMMARY:

Please provide a clear and concise summary supporting your claim. Please include any relevant information (including dates) for each of the policy violations (you may add separate sheets):

DESIRED OUTCOME OF THIS COMPLAINT:

Provide a brief summary of the desired resolution to your report:

CERTIFICATION

I hereby certify that all information submitted on this Workplace Violence Incident Report and any supporting documentation is true and complete to the best of my knowledge.

Signature:		Date:	
-------------------	--	--------------	--

(Agency or University Name)

Workplace Violence Incident Report

This form is for internal agency processing purposes **only**.
Use of this form **DOES NOT** constitute filing of a formal grievance as defined in NCGS §126-34.

This section to be completed by supervisor or Human Resources representative:

CHECK BELOW IF VICTIM SUSTAINES PHYSICAL OR EMOTIONAL INJURY (check all that apply):	
<input type="checkbox"/> Physical injury	<input type="checkbox"/> Emotional trauma/injury
<input type="checkbox"/> Medical care required	<input type="checkbox"/> Death

INITIAL RESPONSE (check all that apply):	
<input type="checkbox"/> Situation defused	<input type="checkbox"/> Division Director/Agency head notified
<input type="checkbox"/> Security called	<input type="checkbox"/> Human Resources Director notified
<input type="checkbox"/> Safety Leader notified	<input type="checkbox"/> Employee Assistance Program referral
<input type="checkbox"/> Law enforcement notified (Name of Agency and Report Number):	
<input type="checkbox"/> Other (specify):	

FOLLOW UP RESPONSE (check all that apply):	
<input type="checkbox"/> Medical treatment provided to victim	<input type="checkbox"/> Victim referred to counseling
<input type="checkbox"/> Medical treatment provided to assailant	<input type="checkbox"/> Assailant referred to counseling
<input type="checkbox"/> Workers' compensation claim filed	<input type="checkbox"/> Employee Assistance Program referral

ADDITIONAL COMMENTS:

HUMAN RESOURCES:			
Please complete information below to acknowledge receipt of this completed form.			
Name:		Date:	
Signature:		Phone:	