

# Personnel Policy Bulletin

Number: 2002-2

City of Lincoln

Date: August, 2002

Reference:	Title:
Nebraska Protection From Domestic Abuse Act, Section 42-903  Family Violence Council and Lincoln-Lancaster County Health Department Employer's Guide about Domestic Violence	DOMESTIC ABUSE PERSONNEL POLICY

## DOMESTIC ABUSE PERSONNEL POLICY

### Definition:

Section 42-903, of the Nebraska Protection From Domestic Abuse Act defines domestic abuse, as follows:

- (1) Abuse means the occurrence of one or more of the following acts between household members:
- (a) Attempting to cause or intentionally, knowingly, or recklessly causing bodily injury with or without a deadly weapon; or
  - (b) Placing, by physical menace, another in fear of imminent bodily injury.

Family or household members include spouses or former spouses, children, persons who are presently residing together or who have resided together in the past, persons who have a child in common whether or not they have been married or have lived together at any time, and other persons related by consanguinity or affinity.

Examples of domestic abuse include, but are not limited to, homicide, assault, sexual assault, stalking, threats, battery and emotional abuse. Many instances of domestic abuse occur between males and females, but can also be attributed to same-gender relationships. It is recognized that domestic abuse may become a workplace issue which affects the safety, health and productivity of City of Lincoln employees. This policy is intended to provide the needed direction to create a safe and fair workplace for victims of domestic violence.

### Policy:

#### 1. Safe Workplace

- a) The City of Lincoln strives to create a workplace environment that is safe from all forms of abuse including domestic abuse. The City also strives to support the victims of domestic abuse so that they may access services, information, and protections that are available to them within the community.
- b) To the extent possible, departments shall take active measures to increase the safety of employees who request assistance because they are victims of domestic abuse. We will respect the authority and autonomy of the adult employee/victim to direct her/his own life, while recognizing that complete confidentiality may not always be possible.

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## 2. Fair Workplace

- a) The City of Lincoln acknowledges that employees who are victims of domestic abuse have the same rights, opportunities and benefits as all other employees.
- Employees shall not be disciplined or terminated because they have been victims of domestic abuse or because of any management fears of potential domestic abuse in the workplace. Likewise, no person shall be denied opportunities for employment, benefits or promotion because they have been victims of domestic abuse. Employees who are victims of abuse are encouraged to share protection orders or other no-contact orders with their supervisor/management representative or the Personnel Director so that the organization can work cooperatively with the employee to ensure a safe workplace.
  - The City of Lincoln is committed to equal treatment of domestic abuse victims in all aspects of our business and operations.
  - The City believes that employees who commit acts of domestic abuse at work must be treated or disciplined in the same manner as employees who commit other acts of abuse or harassment at work. When appropriate, the City will attempt to provide employees with referrals for appropriate counseling through the employee assistance program.

### Procedure:

#### 1. How Supervisors/Managers Should Respond

- Be aware of any unusual employee absences or behaviors that could effect job performance. Also, be aware of any signs of abuse such as bruises or injuries to the face or arms, legs, etc. However, remember that the employee must self-disclose any abuse.
- Consult or share concerns with your Department Director, or the Personnel Director. This may involve discussion with the employee assistance program. This discussion should encompass your concerns and who and how to best approach the employee with these concerns.
- Maintain confidentiality to the greatest degree possible.

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- Honor all legal no-contact orders. This includes protection orders issued pursuant to §§42-924 et seq. or other court issued restraining orders. All no-contact orders should be brought to the attention of your Department Director or the Personnel Director. Ask that the employee provide a photo of the abuser and any other pertinent security information. Above all, be sensitive to the seriousness of the situation.

## 2. When An Absence Is Necessary

- At times, employees that are victims of domestic abuse may need to be absent from work. The length of time should be determined by the individual situation. This time period should be determined through collaboration with the employee, the employee's supervisor/manager and the Department Director, or the Personnel Director. The employee may be required to visit the employee assistance program. See Employee Assistance Program Personnel Policy Bulletin.
- Be flexible in granting leave to allow employees that are victims of domestic abuse enough time to handle legal matters, court appearances, housing, child care, counseling and safety planning.

## Important Contacts:

- City EAP (Continuum Employee Assistance): 476-0186.
- Lincoln Police / Lancaster County Sheriff's department: 441-6000 or 911
- Rape Spouse Abuse Crisis Center: 476-2110. Crisis line and access to shelter: 475-7273
- Lancaster County Attorney's office: 441-7321
- Child Abuse: 475-7273
- Drug Crisis: 475-5683
- Friendship Home: 474-4709

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Approval:

  
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Don Wesely - Mayor, City of Lincoln

Date: 8-4-2002

  
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Georgia Glass - Personnel Director

Date: 7-31-02