



WORKPLACE VIOLENCE PREVENTION PROGRAM REPORT

Stronger  Together

JULY 2024

Background

The Santa Clara County Office of Education (SCCOE) considers the safety and security of students and staff a top priority and is committed to providing a safe, secure workplace for employees. The SCCOE recognizes the critical importance of the safety of all staff members and has developed a comprehensive Workplace Violence Prevention Plan (WVPP) to ensure the safety of its employees.

The SCCOE's WVPP is aligned with Senate Bill 533 (SB533), passed in September of 2023, which mandates employers within the scope of California Labor Code 6401.7 and 6401.9 to implement and maintain an effective, written workplace violence prevention plan no later than July 1, 2024. This legislative requirement ensures that organizations are equipped with measures to protect their employees from potential harm. The SCCOE's WVPP is meticulously designed to be an effective plan, ensuring compliance and promoting a robust culture of safety within the organization.

The primary goal of the WVPP is to ensure the safety and security of SCCOE employees. Threats, threatening language, or any other acts of aggression or violence made toward or by any SCCOE employee will not be tolerated. By addressing potential safety issues with proactive measures, the SCCOE aims to foster a work environment where employees feel safe, valued, and able to perform their duties without fear of harm.



Development

The SCCOE initially implemented a Workplace Violence Prevention Plan (WVPP) in May 2023 as part of the SCCOE Employee Compliance Handbook to increase the safety and security of SCCOE sites. After the passing of Senate Bill 533, the Santa Clara County Superintendent of Schools engaged a diverse range of SCCOE employees and partners in a thoughtful and robust process to make any necessary revisions and updates to the existing WVPP to ensure its alignment with the new state requirements.

Through a proactive set of Campus and Workplace Safety planning retreats, the SCCOE collaboratively developed revisions and updates to the WVPP. Under the leadership of the County Superintendent of Schools, the planning retreats were designed as an opportunity for a variety of SCCOE staff and authorized employee representatives to collaborate and share considerations regarding workplace safety. The feedback from this group informed the revision process of the existing WVPP.



Retreat attendees included SCCOE Cabinet, SCCOE site and program leaders, members of the SCCOE Safety Committee, the Superintendent's Advisory Council, additional key site and program staff, and representatives and labor partners from SEIU and ACE.

The first Campus and Workplace Safety Retreat, held in February 2024, covered the new requirements under SB533 and allowed attendees to share safety concerns and provide feedback on the existing WVPP. At this gathering, attendees were given an orientation and overview of SB533, including details on the workplace violence prevention plan requirements specified within SB533. Current SCCOE safety policies and programs were presented, including the Safety Committee meeting schedule, Active Threat Trainings, evacuation plan processes, and general safety preparation items. Attendees participated in a campus and workplace safety roundtable discussion where they shared kudos and wonderings related to safety items, and discussed thoughts related to the existing WVPP.

In February 2024, the California Division of Occupational Safety and Health (Cal/OSHA) developed a Model

Written Workplace Violence Prevention Plan for General Industry to model the structure and necessary components of a workplace violence prevention program. The SCCOE used this document as a model when updating the WVPP to be in alignment with SB533. In between the two retreats, the feedback that was shared at the first retreat was incorporated into the revisions of the existing WVPP. The SCCOE revised the plan and completed an updated draft to be shared at the second Campus and Workplace Safety Retreat, held in April 2024.



At the second retreat, the updated WVPP draft was presented along with the rationale for each of the revisions. Attendees discussed strengths and wonderings related to these proposed changes. All participants shared general feedback and input on the updated plan and identified areas for clarification. Attendees then engaged in a discussion around workplace safety, with each participant sharing their perspective and relevant experiences. The variation in sites, departments, and roles represented allowed for a comprehensive conversation on safety topics, which led attendees to develop a shared understanding of safety. The feedback shared in these discussions and activities was collected and the final revisions and updates were made to the WVPP following the retreat. All remaining revisions were made, and the plan was finalized in June 2024.



Finalized Plan

The finalized WVPP addresses employee involvement and compliance in workplace violence prevention, coordination of the program, and reporting and response procedures. Under the WVPP, employees share the responsibility of maintaining a workplace free of violence and are required to report all incidents of workplace violence. Multiple reporting channels are available to employees, including reporting an incident anonymously via the SCCOE's Anonymous Workplace Violence Report Form or directly submitting concerns to supervisors, the Emergency Preparedness, School Safety & Security Administrator, or the Manager of Risk and Liability.

In addition to reporting incidents of workplace violence, all employees are required to complete workplace violence prevention training. To maintain consistent safety standards across all work environments, there are procedures in place for coordinating with other employers to support the implementation of the WVPP in shared workspaces.

To ensure transparency and employee awareness of policies related to preventing workplace violence, incident reporting response procedures as well as workplace hazard identification and evaluation procedures are detailed within the written plan. Two workplace violence incident and hazard reporting flowcharts were developed to effectively summarize the WVPP for employees as a quick reference to easily understand the procedures and available reporting methods. The WVPP is available to all SCCOE employees, authorized employee representatives, and representatives of Cal/OSHA. Employees can access the written plan and related resources on the SCCOE Employee Intranet.

Implementation

To effectively implement the WVPP, several trainings will take place and opportunities for integration have been identified. All SCCOE employees will complete a workplace violence prevention training as part of the SCCOE's Annual Compliance Training. An additional instructional in-person training for teachers, administrators, and other school site staff regarding the WVPP will be incorporated into the SCCOE Educational Services Division's Back to School Training held in August of each year. In addition to these trainings, site-specific and job-specific workplace violence prevention trainings will be held throughout the year.

To further increase awareness of the WVPP, all SCCOE employees will be required to review the plan annually as part of the Employee Compliance Handbook. SCCOE employees were directly notified via email that they are required to review the WVPP and that training on the plan would be provided. Moreover, posters have been put up around SCCOE campuses with QR codes to allow employees to easily report an incident, access the WVPP, or learn how to report an incident or hazard.

Along with increasing employee awareness and understanding of the WVPP, the SCCOE aims to integrate the WVPP into all workplace safety related policies and structures, to ensure the effectiveness of the plan. Program safety plans, which are updated annually, will be aligned with the WVPP.



Conclusion

The SCCOE's Workplace Violence Prevention Plan is a comprehensive and proactive approach to ensuring the safety and well-being of all employees. By adhering to state requirements and fostering a collaborative environment between all employees and partners, the SCCOE is steadfast in its commitment to workplace safety. The effectiveness of this plan is upheld by the active participation of all employees and the continued commitment of the SCCOE to maintain the highest safety standards. Together, the SCCOE and its employees can work to preserve the safety and security of all employees, enhancing the overall well-being and workplace environment of the organization.

Acknowledgements

Thanks to the following persons all of whom participated in the review and development of the WVPP:

Dr. Mary Ann Dewan, County Superintendent of Schools

SCCOE Cabinet

Jessica Bonduris, *Associate Superintendent*
Stephanie Gomez, *Assistant Superintendent*
Deborah Gorgulho, *Assistant Superintendent*
Larry Oshodi, *Assistant Superintendent*
Teresa Shipp, *Assistant Superintendent*
David Wu, *Head of Technology*

Site and Program Leaders

Jennifer Ann, *Executive Director – Special Education*
Dane Caldwell-Holden, *Director – Alternative Education*
Mark Camilleri, *Principal, South County Alternative Education*
Josephine Dalit, *Head Start Site Director*
Nathan Davidson, *School Office Coordinator, Special Education*
Michelle De Caro, *Counselor, Alternative Education*
Tarsha Foye, *Principal, Special Education*
Sam Hagler, *Director, General Services*
Jasmine Leyva, *Manager, Media and Marketing*
Micki Meehan, *Teacher, SAI, South County*
Gena Santini, *Supervisor, Maintenance and Operations*
Dee Vo, *Head Start Site Director*

Safety Committee

Katherine Everett, *Principal – Opportunity Youth Academy*
Jenn Ewers, *Director – Early Learning and Care Initiatives*
Annette Hernandez, *Teacher, Alternative Education*
Kristie Kropp, *Assistant Director – Special Education*
Marji McMillan, *Psychologist*
Christina Moore, *Teacher, Special Education*
Ted Pierce, *Manager – Facilities and Construction*
Howard Stiskin, *Manager – Risk and Liability*
Delia D. Valdivia, *Teacher, State Preschool*
Michael Vallez, *Emergency Preparedness – School Safety & Security Administrator*
Alberto Verduzco, *Director, Human Resources*
Tammy Waldron, *Psychologist*

Superintendent's Advisory Council

Bernadette Andres-Salgarino, *Assistant Director, iSTEAM*
Kristen Coe, *Principal Assistant to the Superintendent*
Rigoberto Elenes, *Director – Migrant Education*
Dharma Jayabal, *Manager – Data Systems*
Sandya Lopez, *Director – Inclusion Collaborative*
Fawn Myers, *Director – Human Resources*
Chiara Perry, *Assistant Director – California Collaborative for Inclusive Practices*
Steve Pinkoski, *Manager – Network and Tech Support*
Gracie Trinamez, *Principal – Special Education*
Kelly Wylie, *Executive Director – Public Affairs*

Additional Site and Program Staff

Scott Benson, *Teacher, Deaf and Hard of Hearing*
Cindy Camilleri, *Program Recruit Lead, Migrant Education*
Humberto Centeno, *Family Advocate, Early Learning*
Kelsey Cobb, *Teacher, Deaf and Hard of Hearing*
Kris Coyne, *Paraeducator, Deaf and Hard of Hearing*
Thu-Huong Dang, *Teacher, Early Learning*
Tiffany Nguyen, *Family Engagement Specialist, Educare*
Winston Samuel, *Specialized Academic Instruction Teacher*
Maria Yakoub, *Community Family Resource & Outreach Coordinator, Alternative Education*

Labor Partners

Michael Gates, *SEIU*
Sarah Gianocar, *SEIU*
Tara Guerrero, *ACE*
Kris Schmersey, *SEIU*
Irene Soto, *SEIU*
Annie Kretowicz, *ACE*
Riju Krishna, *ACE*

Special thanks to the following persons for their contributions to the overall project:

Howard Stiskin, *Manager – Risk & Liability*
Gema Alvarez, *Manager – Implementation & Compliance*
Michael Vallez, *Emergency Preparedness – School Safety & Security Administrator*
Sam Hagler, *Director – General Services*



1290 Ridder Park Drive, San Jose, CA 95131

www.sccoe.org