

# PROCEDURE

PROCEDURE TITLE: <b>EMPLOYEE SUPPORT</b>		
ADOPTION/EFFECTIVE DATE: <b>February 8, 2022</b>	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY:		

## I. Purpose

The purpose of this procedure is to establish a system of support provided to Harford County Public Schools (“HCPS”) employees who are subject to threats or harassment by external persons.

## II. Definitions

- A. **Threat** – means verbal or physical actions made which put a HCPS employee, or his/her family, in reasonable fear of harm.
- B. **Harassment** – means engaging in a course of conduct with the intent to annoy, abuse, torment or embarrass an HCPS employee or his/her family.
- C. **Course of Conduct** – means a persistent pattern of action, composed of a series of actions over time that shows a continuity of purpose.

## III. Procedures

- A. Any HCPS employee who believes he or she is, or has been, the subject of harassment by, or a threat made by, a person who is not a HCPS employee may report such harassment or threat to his or her supervisor.
- B. The report described in III, A, above shall be in writing, set forth in reasonable detail, the nature and extent of the threat or harassment, and, if known, the identity of the person who made the threat, or engaged in the harassment.
- C. The supervisor of the HCPS employee who made the report shall submit the report to the Office of Legal Counsel and the Chief of Safety and Security, with a copy to the employee.
- D. An attorney from the Office of Legal Counsel and the Chief of Safety and Security shall review the report, consult with each other as to lawful action which may be taken to protect the employee who made the report from the

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person who made the threat or engaged in the harassment. Such action may include, but is not limited to, as appropriate:

1. Banning the person.
  2. Forwarding a letter advising the person to cease and desist with regard to such conduct.
  3. Filing criminal charges on behalf of the Board/HCPS against the person.
  4. Blocking the person's ability to email or electronically communicate with the HCPS employee in question.
- E. After the consultation described above, the attorney and Chief of Safety and Security, shall meet with the employee in question and his or her supervisor to discuss any recommendation which results from the consultation between the attorney and the Chief of Safety and Security.
- F. After the meeting described in numbered paragraph E above, the attorney and Chief of Safety and Security shall take any action they agree is appropriate to protect the employee, whether or not the employee agrees with such action.
- G. This Procedure may not be construed to require that HCPS take any action requested by an employee who submits a report hereunder, or to represent the employee individually in any proceeding.

**Approved By:**

  
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Sean W. Bulson, Ed.D.  
Superintendent of Schools

2/8/22  
Date

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Procedure Action Dates		
ACTION DATE	ACTION DATE	ACTION DATE
Adopted 02-08-22		

Responsibility for Procedure Maintenance & References	
LAST EDITOR/DRAFTER NAME: <b>Patrick P. Spicer, Esquire</b>	JOB POSITION OF LAST EDITOR/DRAFTER: <b>General Counsel</b>
PERSON RESPONSIBLE: <b>Patrick P. Spicer, Esquire</b>	JOB POSITION OF PERSON RESPONSIBLE: <b>General Counsel</b>
DESIGNEE NAME:	DESIGNEE POSITION:
PROCEDURE NUMBER PRIOR TO NOVEMBER 1, 2005:	

## LEGAL REFERENCES<sup>1</sup>

Any references are set forth in the Procedure.

<sup>1</sup> All references are to specific federal or Maryland statutes or regulations. References are provided for convenience and informational purposes only and are not to be considered as exhaustive or as precluding Harford County Public Schools from relying upon any other statutes or regulations in support of a policy.