

Assault

Guidelines for Reporting an Assault

All teachers in your building should be aware of the following information. As a Faculty Representative you should see that these guidelines are followed in any assault situation. You may need to review this information with the assaulted teacher.

1. Contract Section 25 "Teachers shall be required to report in writing, all cases of assault and/or battery suffered by them in connection with their employment, to their principal or immediate supervisor and the Association Building Representative." This is accomplished by filing the Employee Report of Assault form.

This section of the contract exists for the protection of members. Assault is a traumatic experience, and one typical response of an assaulted teacher is to minimize the event. Often, days or even weeks later, the assaulted teacher will realize physical or emotional injury has been caused by the assault. Therefore, it is important that you help the member report any assault as soon as possible so that all rights under the contract will be protected.

Encourage teachers to tell you when they suffer an assault. You can assist them through the reporting process. You may also call the RTA office (546-2681) for guidance.

2. Completing the Employee Report of Assault Form (ERA)
 - Forms are available in the school office or contact RTA
 - Form should be filled out for all cases of assault even if the victim
 - does not think the injury is serious
 - believes the assault was accidental
 - suspects had no disciplinary action will be taken against the student
 - A Workers Compensation form MUST BE completed and accompany the ERA.

The Employee Report of Assault form is somewhat confusing because it leaves no room for a summary of what happened. Tell the teacher "***Do not attempt to write a lengthy description of what led up to the assault or what followed it.***" Do have the teacher attach a statement of the actual assault. For example, state who hit you and where you were hit.

3. Typically the assaulted teacher will not have time to fill out the assault form until later in the day or after school. Therefore, be sure that the principal understands those forms will be filed (recommendations for Long Term Suspension must occur within 24 hours after the incident). The principal is required by contract (Section 25.3) to call the police when an assault listed in this section occurs.
4. Complete a Workers Compensation form and encourage the teacher to see a doctor even if they think the injury is not serious. Some injuries are not apparent until later, for example; strained muscles, or twisted back. Be sure the teacher tells the doctor that this injury occurred on the job so that any expenses will be covered by worker's compensation. A doctor's report strengthens any criminal procedure against the assailant.
5. The Application for Assault Pay should be completed if/when the member is absent due to the assault and must be sent with the ERA.