

## *Behavior Risk Management (BRM) Guide For University Employees*

### **What is the purpose of the BRM Protocol?**

The Behavior Risk Management Protocol is a planned, comprehensive, multidisciplinary response to workplace hostility and violence. The purpose is to ensure a safe and civil workplace for all UI employees by addressing any related individual or environmental issues that may contribute to hostility, violence or physical danger on the job.

### **What is the BRM Team?**

The BRM team responds to incidents of violence, threats of violence, hostility and on-the-job intoxication by gathering information about the individual(s) involved, the circumstances surrounding the incident, and the workplace environment. BRM team members include staff from Faculty and Staff Services, Employee and Labor Relations, Faculty and Staff Disability Services, Public Safety, Student Counseling and Ombudsperson's Office.

### **What happens if an employee is involved in any hostility and/or violence at work? And what are examples of these situations?**

Examples of problems at work are: incidents of violence, threats of violence, hostility and on-the-job intoxication. If an employee exhibits any of these behaviors, s/he will be required to undergo an evaluation to determine his or her ability to work safely. The department pays all costs related to that assessment. Failure by the employee to co-operate with this evaluation may result in termination of employment.

The employing department will conduct a separate but concurrent investigation of the incident to determine if a violation of UI policy of the department's work rules as occurred. The employee's participation in and compliance with the BRM process does not relieve him or her from any potential disciplinary measures that may be taken by the University.

### **What will happen if an employee is required to undergo an evaluation?**

If required to undergo evaluation, these are the steps likely to occur:

1. The supervisor and/or HR rep will meet with the employee to initiate and explain the process. They will provide the employee with written materials related to the behavior and/or incident, the EAP appointment and employment status. They will have set up an appointment at Faculty and Staff Services (UI's EAP) and will tell the employee when and where the appointment is.
2. At the EAP appointment the employee will meet with a licensed mental health professional who will guide the employee through the risk assessment process and conduct a preliminary mental health/chemical dependency evaluation. Frequently, a referral for a more in-depth evaluation by a professional not affiliated with the University will be required. A psychiatrist, psychologist, or certified chemical dependency counselor usually conducts this second evaluation.
  - a. The FSS Counselor will ask the employee to sign a comprehensive release of information for the BRM team and the external provider. The FSS counselor will communicate with the provider, the circumstances of the referral, and the need for the evaluation. After receiving the assessment information from the provider, the FSS counselor will write a report listing recommendations, which the employee needs to meet in order to return to work.
  - b. In accordance with federal law, no health information will be shared with anyone without the employee's written consent. Even with the employee's consent, diagnostic information is not shared with the supervisor or department. Generally, with the timely co-operation of parties, this process is completed within two weeks of referral.
3. If the employee has not been working during the evaluation period and the BRM team has cleared the employee to return to work, the BRM team will assist the department and employee in preparation to return to work.
4. A BRM team member will also advise the departmental supervisor about possible workplace issues; i.e., unresolved conflict, unclear job descriptions, and unclear communication. These areas and others can be addressed in an Organizational Consultation with the entire group as needed.

### **Resources**

Please direct questions to Faculty and Staff Services, 335-2085, Employee and Labor Relations, 335-0052, or UI Ombudsperson's office, 335-3608.

Created: August 6, 2003

Revised: January 18, 2006