

Amendments to Civil Service Rules governing
Workplace Safety

Amendments Approved by the Civil Service Commission
on May 24, 2001, to become effective
on **September 1, 2002***

* The Civil Service Commission also authorized the State Personnel Director to establish and publish, without further action by the Commission, an effective date that is earlier than September 1, 2001. If the State Personnel Director establishes an earlier effective date, the Director will issue an appropriate notice. If the Director does not establish an earlier effective date, these amendments will automatically become effective on September 1, 2001.

All Text is NEW

A. New Definitions Added to **Rule 9-1**

1. **Act of violence** means any intentional, reckless, or grossly negligent act that would reasonably be expected to cause physical injury or death to another person.
 2. **Explosive** means any bomb, grenade, missile, or other dangerous device designed to expand suddenly and release internal energy resulting in an explosion.
 3. **Firearm** means a weapon from which a dangerous projectile may be expelled by an explosive, gas, or air.
 4. **State workplace** means an office or building owned or leased by the state in which classified employees are assigned or work. *State workplace* includes any state-owned or leased common grounds or parking areas used by classified employees assigned to or working in the office or building.
 5. **Threat of violence** means any intentional communication or other act that threatens an act of violence and would cause a reasonable person to feel terrorized, threatened, or fear physical injury or death to oneself or another person.
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B. Rule 2-20

RULE 2-20 WORKPLACE SAFETY

2-20.1 Acts of Violence and Threats of Violence

- (a) **Prohibited Acts.** An employee shall not commit an act of violence or a threat of violence.
- (b) **Requirement to Report.** If an employee becomes aware of an act of violence or a threat of violence, the employee shall immediately report the act or threat to the appointing authority or the appointing authority's designee.
- (c) **Action by Appointing Authority.** An appointing authority or designee who receives a credible report of an act of violence or a threat of violence shall take reasonable actions to protect employees.

2-20.2 Firearms and Explosives

- (a) **Carrying and Possession Prohibited; Exceptions.** An employee shall not carry or possess a firearm or explosive at a state workplace or during actual-duty time, except as authorized below:
 - (1) **Firearm.** An employee may carry or possess a firearm at a state workplace or during actual-duty time only under one of the following circumstances:
 - (A) The employee is (1) employed in a law enforcement, correctional, investigative, security, or military capacity and (2) permitted or required by departmental work rules to carry or possess a firearm at a state workplace or during actual-duty time.
 - (B) The appointing authority has specifically authorized the employee in writing to carry or possess a firearm at a state workplace or during actual-duty time.
 - (C) Except when prohibited by law or a departmental work rule, the employee carries or possesses a firearm inside a personal vehicle while the firearm is completely unloaded and enclosed in a case in the vehicle or carried in the trunk of the vehicle.
 - (2) **Explosives.** An employee may carry or possess an explosive at a state workplace or during actual-duty time if the employee is authorized by the appointing authority to carry or possess the explosive as part of the employee's official duties.

- (3) Requirements.** An employee authorized to carry or possess a firearm or explosive under subsection (a)(1) or (a)(2) must carry or possess the firearm or explosive in a reasonable manner and in compliance with (1) all applicable laws, including the civil service rules and regulations, (2) all departmental work rules, and (3) any instructions or limitations imposed by the appointing authority.
- (b) Requirement to Report Violations.** An employee who becomes aware that any person possesses or is carrying a firearm or explosive in violation of this rule shall immediately report the matter to the appointing authority or the appointing authority's designee.
- (c) Action by Appointing Authority.** An appointing authority or designee who receives a credible report of a violation of this rule shall take reasonable actions to protect the safety of employees.

2-20.3 Effect of Other Laws

This rule regulates the ability of employees to carry or possess firearms and explosives (1) at any state workplace at any time and (2) in any place during actual-duty time. Except as specifically authorized in this rule, a constitutional or statutory provision that otherwise permits a person to carry or possess a firearm or an explosive does not authorize an employee to carry or possess a firearm or explosive during actual-duty time or at a state workplace.

2-20.4 Penalty

If an employee violates this rule, an appointing authority may discipline the employee, up to and including dismissal.

2-20.5 Departmental Work Rules

An appointing authority may issue departmental work rules related to firearms, explosives, and workplace safety that are not inconsistent with this rule.
