



# SAFETY DIRECTOR BULLETIN



## DOMESTIC VIOLENCE PROGRAM FOR NEW JERSEY PUBLIC EMPLOYERS

In January 2018, the New Jersey Legislature enacted the [Domestic Violence Policy Act for Public Employers](#). The law directed the Civil Service Commission (NJCSC) to develop a uniform domestic violence policy and requires all public employers to adopt a written policy concerning the reporting and handling of domestic violence, regardless of whether or not the employer is subject to Civil Service.

On October 15, 2019, the NJCSC issued its uniform domestic violence policy. The policy is posted on the [MSI Model Policies](#). Employers may modify the policy. However, the employer must provide their employees the same or higher level of protection and service as in the NJCSC policy. If an employer modifies the NJCSC uniform policy, the employer must submit their policy for review and approval by the NJCSC. Key provisions of the uniform domestic violence policy include:

- All employees must be covered under the policy, including full and part-time employees, seasonal employees, interns, volunteers, and temporary employees.
- Each public employer must designate a Human Resource/Personnel Officer (HRO) who will be the primary contact within the organization for employees involved in a domestic violence situation. The law specifies that a secondary HRO must also be identified when the primary HRO is unavailable.
- Employees must be informed of the employer's Domestic Violence Policy and how to report an incident involving themselves or a co-worker. Employees must know their situation will be handled with confidentiality and sensitivity.
- An HRO must respond immediately to a request for assistance and provide a safe and confidential location for an employee to describe their concern and request assistance from the employer.
- The State defined a specific course of action should an HRO become aware of a potential or actual domestic violence case involving an employee.
- The HRO will work closely with organizational leaders and local law enforcement, if needed, to implement any safeguards required, accommodations, or counseling for the worker and other affected employees.
- The HRO should be prepared to guide the affected employee through the provisions and protections of the N.J. Security and Financial Empowerment Act (NJ SAFE).

The law requires the organization's HRO to complete the [NJCSC's Online Training Program](#).