

ORDINANCE NO. 292

1997 CHANGES IN PERSONNEL POLICY: HARASSMENT; HOLIDAYS

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF JEROME, ARIZONA, AMENDING ORDINANCE NO. 234, THE TOWN OF JEROME PERSONNEL POLICIES AND PROCEDURES, TO CHANGE SECTION 31: HARASSMENT AND SECTION 12: HOLIDAYS.

BE IT ORDAINED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF JEROME, ARIZONA:

Section 1: That certain document, known as the "1997 CHANGES IN PERSONNEL POLICY: HARASSMENT; HOLIDAYS", three copies of which are on file in the office of the Town Clerk of the Town of Jerome, Arizona, which document was made a public record by Resolution 327, of the Town of Jerome, Arizona, is hereby referred to, and, adopted and made a part hereof as if fully set out in this Ordinance.

Passed and adopted by the Mayor and Common Council of the Town of Jerome, Arizona, this 13 day of May, 1997.




John Scarcella, Mayor

Attest:

Lucy Abbot, Town Clerk

Approved as to Form:



Corbin Vandemoer, Town Attorney

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WHEREAS, it is within the power of the Common Council of the Town of Jerome, Arizona, to establish personnel policies;

THEREFORE, BE IT HEREBY ORDAINED by the Mayor and Common Council of the Town of Jerome, Arizona, to change the Personnel Policies and Procedures of the Town of Jerome as follows:

SECTION 1: Section 12:B.1. Delete the Holiday designated as 'Easter', and replace it with a holiday defined as, "a personal day to be selected by the employee".

SECTION 2: Section 31: Delete existing and replace with:

POLICY AGAINST HARASSMENT

A. PURPOSE

To outline the Town's policy on Harassment in the workplace.

B. POLICY

1. It is the policy of the Town of Jerome to maintain a work environment that is based on mutual respect and encourages productivity and cooperative work. The Town of Jerome, consistent with its commitment to provide equal employment opportunities, will not tolerate any form of employee harassment, including sexual harassment, harassment based upon race, gender, national origin, religion, age, or disability. Harassment is an unlawful activity and is prohibited by Title VII of the Civil Rights Act of 1964.

a. Sexual Harassment. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

- b. Other Harassment. Any conduct which has the purpose or effect of unreasonably interfering with an individual's work performance or creating any intimidating, hostile, or offensive work environment, based on that individual's race, gender, national origin, religion, age or disability, is also unlawful and will not be tolerated.
 2. All employees are responsible for keeping our workplace free of harassment. The Town Clerk will be responsible for formally notifying all employees, department heads, elected or appointed officials, volunteers, and contractor/vendors of the existence of this policy. The Town Clerk shall periodically conduct training on the topic of offensive behavior/harassment, and attendance will be mandatory for all employees and will be offered to elected or appointed officials and others.
 3. Implementation. The Town Clerk, Police Chief, and all Department Heads are responsible for creating a productive work environment in which offensive conduct or harassment is completely out of place, taking immediate and appropriate corrective action in response to any confirmed violation of this policy, and assuring that no reprisals are taken against those who complain or against corroborating witnesses.
 4. Enforcement. The Town is committed to thoroughly investigate each complaint and take immediate and appropriate corrective action on all confirmed violations of this policy. The Town Clerk is responsible for auditing the operation of this policy, providing counsel, and resolving any unsettled questions which may arise from this policy. The Town Clerk and/or Department Head and the Council are responsible for thoroughly investigating and resolving any complaints.
- C. **REPORTING POSSIBLE HARASSMENT**
- Any employee who feels that he or she has been harassed should immediately contact either the Head of the department in which he or she works, the Town Clerk, or the Mayor.

All other employees, including Department Heads who become aware of possible harassment of an employee, either as a result of having received a complaint directly from the employee or from any other reliable source of information, or from his or her personal observations, should report the situation to the Town Clerk or Mayor.

RESOLUTION 327

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF JEROME, ARIZONA, DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE TOWN CLERK ENTITLED "1997 CHANGES IN PERSONNEL POLICY: HARASSMENT; HOLIDAYS".

BE IT RESOLVED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF JEROME, ARIZONA:

THAT certain document entitled, "1997 CHANGES IN PERSONNEL POLICY: HARASSMENT; HOLIDAYS" three copies of which are on file in the office of the Town Clerk, is hereby declared a public record, and said copies are ordered to remain on file with the Town Clerk.

PASSED AND ADOPTED BY the Mayor and Common Council of the Town of Jerome, Arizona, this 8th day of April, 1997.

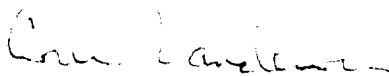


John Scarcella, Mayor

Attest:

Lucy Abbot, Town Clerk

Approved as to Form:



Corbin Vandemoer, Town Attorney

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has orig
to be signed
May 15 1997*

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