



Study Session

Harassment Prevention Policy Review

City Council Meeting
July 13, 2021

Amy Reeve,
Director of Human Resources

AGENDA

- Harassment & Discrimination Prevention Policy
- Allegations Against a Council Member
- Accountability and Training

HARASSMENT & DISCRIMINATION PREVENTION POLICY

- Current City Policy
 - HARASSMENT, DISCRIMINATION AND RETALIATION PROHIBITION AND PREVENTION POLICY #700-03 Dated 08/30/2016
- Is comprehensive and includes the following:
 - All protected categories
 - All protected persons covered by the policy
 - All types of allegations
- Describes processes to:
 - Submit allegations
 - Paths to investigate
 - Potential responses

ALLEGATIONS AGAINST A COUNCIL MEMBER

- Fact-driven
- Is the complainant an employee or a member of the public
- City's harassment policy: If an investigation is warranted, City Manager refers to an outside investigator
- If allegations involve criminal behavior, refer to law enforcement

ACTIONS COUNCIL CAN TAKE IF ALLEGATIONS ARE SUSTAINED

- Code of Conduct Policy 000-51
 - Public Censure
 - Mayor and Vice Mayor serve “at the pleasure of the Council”
 - Referral to Grand Jury – Gov Code Section 3060

ACCOUNTABILITY & TRAINING

- Requirements
 - Frequency and Training Requirements:
 - Orientation (within 6 months) of new position or promotion
 - Elected or Appointed Officials
 - New Employees
 - New Supervisors
 - Temporary & Seasonal Employees
 - With 30 calendar days or 100 hours worked
 - Refresher Training – every two years
 - 2 hr – Elected or Appointed Officials, Supervisors
 - 1 hr – Non-supervisory staff

ACCOUNTABILITY & TRAINING

- How Requirements Are Met
 - Orientations
 - Bi-monthly, New Employee Welcome and New Supervisor Orientation, Elected & Appointed Orientation for Council and Board and Commission Members, coordinated through City Clerks Office
 - Included in Seasonal & Temporary Orientation
 - Refresher Training
 - Beginning June 2021, approved online courses
 - Both 2 hr. and 1 hr. legally compliant trainings

ACCOUNTABILITY & TRAINING

- Current practices exceed minimum compliance
 - All orientations are instructor led
 - Orientations include introduction to work with Seed Collaborative and GARE
 - 2hr Supervisory training required for all staff in Police, Fire, Water & TPW, as their working conditions may not include daily, direct supervision while offsite

ACCOUNTABILITY & TRAINING

- Content – Instructor Led
 - Remains current as legal standards change
 - Regular topic updates from Liebert, Cassidy and Whitmore (LCW)
 - Trainers trained by LCW
 - Presentation structure also from LCW
- Next two slides provide examples of presentation

Preventing Workplace Harassment, Discrimination and Retaliation

Elected & Appointed Officials



Presented By: Paul Anjeski
City of Santa Rosa

Agenda

- Overview of Laws and Policies Related to Discrimination, Harassment, and Retaliation
- Protected Classifications and Bullying/Abusive Conduct in the Workplace
- What is Unlawful Discrimination, Harassment, and Retaliation?
- Types of Unlawful Harassment
- Duties of a Supervisor
- Addressing Unlawful Discrimination, Harassment, and Retaliation in the Workplace

ACCOUNTABILITY & TRAINING

- Content – Online
 - Remains current through NEOGOV
 - Both refresher courses specific to CA standards
 - Completion standards verified for length of time and interaction with material
 - Updated at least annually

ACCOUNTABILITY & TRAINING

- Training Delivery Records (2019 – 2020)
 - Audit of training records shows compliance for:
 - Elected & Appointed
 - New Employees
 - New Supervisors
 - Temporary & Seasonal
- Implementation of NEOGOV
 - Refreshers (online version)
 - 100% to be assigned this calendar year

ACCOUNTABILITY & TRAINING

- Current policy remains in place
- Update to current policy
 - Meet and confer as needed over changes
- Bring updated policy to Council with suggested updates in a future Council meeting

SUMMARY

- Elected and Appointed Officials and Staff are sufficiently trained to legal standards because training frequency meets the compliance standards, within six months of hire and every two years thereafter.
- Council has some, though limited, options when there are sustained allegations against a Council member.
- The current City policy will be updated to reflect existing requirements, incorporating diversity, equity and inclusion principles, and then brought before Council for adoption.

Questions?