

**TOWN OF DAVIE**  
**TOWN COUNCIL AGENDA REPORT**

**TO:** Mayor and Councilmembers

**FROM/PHONE:** Barbara Dupre/797-1100

**PREPARED BY:** Barbara Dupre

**SUBJECT:** Resolution

**AFFECTED DISTRICT:** N/A

**ITEM REQUEST:** **Schedule for Council Meeting**

**TITLE OF AGENDA ITEM:** POLICY - A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA ADOPTING A PERSONNEL POLICY RELATED TO SEXUAL HARASSMENT AND PROVIDING FOR AN EFFECTIVE DATE.

**REPORT IN BRIEF:** Human Resources has written a Sexual Harassment Policy in order to establish the Town's policy on issues regarding work place sexual harassment. In short, the policy statement that we are asking the Council to adopt prohibits harassment in the workplace.

**PREVIOUS ACTIONS:** N/A

**CONCURRENCES:** Upcoming training will require the distribution of policies related to maintaining a harassment free work environment.

**FISCAL IMPACT:** not applicable

Has request been budgeted? n/a

**RECOMMENDATION(S):** Motion to approve the resolution.

**Attachment(s):** Resolution and copy of the Sexual Harassment policy

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AMENDING THE TOWN OF DAVIE PERSONNEL RULES AND REGULATIONS TO ADD A NEW POLICY, RULE I, ENTITLED "GENERAL PROVISIONS," SECTION 11A, ENTITLED "SEXUAL HARASSMENT"; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Davie has reviewed Rule I, entitled "General Provisions," Section 11, entitled "Harassment" of the Town of Davie Personnel Rules and Regulations concerning a harassment free work environment; and

WHEREAS, the Town of Davie incurs no cost by adding a Sexual Harassment Policy; and

WHEREAS, the Town of Davie during said review recognizes the need to revise and add Human Resource policies, including a Sexual Harassment Policy, in order to provide a clear policy statement that the Town council will adopt in order to establish the policy of the Town; and

WHEREAS, the policy will contain a set of Administrative procedures to be utilized and amended by the Town Administrator in order to effectively carry out the Council's adopted Policy Statement and most importantly to educate employees on their roles and responsibilities in adhering to the Council's adopted Human Resource Policy Statement. The Sexual Harassment Policy is therefore being added in order to maintain compliance with applicable federal and state employment laws; and

WHEREAS, it is recommended that Town of Davie Personnel Rules and Regulations, Rule I, entitled "General Provisions," Section 11A, entitled "Sexual

Harassment” be added as indicated in a copy of said amended Rule I, Section 11A which is attached hereto as Exhibit “A”; and

WHEREAS, it is in the best interest of the Town of Davie to approve said addition to Personnel Rules and Regulations, Rule I, Section 11A,

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie does hereby approve the addition of Town of Davie Personnel Rules and Regulations, Rule I, entitled, “General Provisions,” Section 11A, entitled, “Sexual Harassment” adopts the attached policy statement attached hereto as Exhibit “A”.

SECTION 2. This resolution shall take effect immediately its passage and approval.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2008

\_\_\_\_\_

\_\_\_\_\_  
MAYOR/COUNCILMEMBER

ATTEST:

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2008

Policy Title:	Effective Date:	
<b>Sexual Harassment Prevention &amp; Intervention</b>	Revision Date(s):	
	Latest Review:	

**Policy Statement:**

- A. The Town of Davie is committed to providing a work environment free of unlawful harassment.
- B. It is the policy of the Town of Davie to ensure that all employees are aware of the Sexual Harassment policy of the Town and that sexual harassment is not tolerated in any form.
- C. This policy establishes the Town’s Sexual Harassment Complaint Procedure providing for a prompt and effective investigation in each case and protecting good faith complaints from retaliation.