

**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 HARASSMENT AND PROVIDING FOR AN EFFECTIVE DATE.

**REPORT IN BRIEF:** Human Resources has revised the Harassment Policy in order to maintain compliance with federal and state employment laws. In short, the policy statement that we are asking the Council to adopt prohibits harassment in the workplace.

**PREVIOUS ACTIONS:**

**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 Harassment Policy

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

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AMENDING THE TOWN OF DAVIE PERSONNEL RULES AND REGULATIONS, RULE I, ENTITLED “GENERAL PROVISIONS,” SECTION 11, ENTITLED “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 updating the Harassment Policy; and

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

WHEREAS, each policy will also contain a set of 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 role and responsibility in adhering to the Council’s adopted Human Resource Policy Statements. The Harassment Policy is therefore being revised 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 11, entitled “Harassment” be

amended as indicated in a copy of said amended Rule I, Section 11 which is attached hereto as Exhibit "A"; and

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

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 amendments of Town of Davie Personnel Rules and Regulations, Rule I, entitled, "General Provisions," Section 11, entitled, "Harassment" and adopts the attached Policy Statement 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>Harassment</b>	Revision Date(s):	
	Latest Review:	

**Policy Statement:**

It is the policy of the Town of Davie that employees and their work environment will be free from all forms of harassment.

No employee, supervisor, manager or person associated with the Town of Davie, shall engage in any form of harassment, discrimination or inappropriate verbal or physical conduct against another person which is based upon that person's race, color, religion, sex, national origin, age, disability, or marital status. Such behavior tends to create a hostile or offensive workplace and is, therefore, strictly prohibited.

An employee who believes that he or she is being subjected to such behavior, or believes their employment is being adversely affected by such conduct, shall report such incidents pursuant to this policy which outlines the procedures for reporting concerns of harassment.

All employees are responsible for ensuring that they adhere to this policy. All managers and supervisors have a duty to ensure that the objectives of this policy are met.