TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT

DATING DISCLOSURE
SOP #20-008

January 14, 2020

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	September 19, 2012	Human Resources	Initial Release
2	January 14, 2020	Human Resources	Revision

APPROVALS:

Human Resources Director/Grace Garagozzo — Date 1/17/2020

Town Administrator/Richard J. Lemack — Date 1/17/2020

1-1. POLICY.

The Town of Davie prohibits romantic or sexual involvement between employees in a direct or indirect supervisory relationship. While we have no interest in interfering with employees' personal lives or their conduct away from the workplace, such behavior can have a negative impact on the work environment.

Accordingly, the Town of Davie requires that employees inform Human Resources if they become involved in a personal, non-platonic relationship. Additionally, the Town of Davie policy prohibits the employment of employees in positions whereby an employee has supervisory authority over another with whom he or she is engaged in a personal relationship; work in the same firehouse or on the same shift.

Violation of this policy, or failure to notify Human Resources immediately of any circumstances in which employees may be in violation of this policy, may result in disciplinary action, up to and including dismissal of employment. If the Town of Davie, in its sole discretion, believes that personal relationships between employees affect its business or may represent a potential conflict of interest, it will resolve the situation as it deems necessary, including but not limited to, reassignment, transfer, or dismissal of employment of either or both employees in question.

The organization strongly believes that an environment where employees maintain clear boundaries between employee personal and business interactions is most effective for conducting business. Although this policy does not prevent the development of friendships or romantic relationships between coworkers, it does establish very clear boundaries as to how relationships will progress during working hours and within the working environment. Individuals in supervisory relationships or other influential roles are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information and their ability to influence others.

1-2. SCOPE.

This operating procedure applies to all employees of the Town of Davie (Town) in the Regular Service (regardless of probationary or other status), as well as all Executive, Part-Time, Temporary, Seasonal employees, and volunteers.

1-3. PROCEDURE.

a. During working time and in working areas employees are expected to keep personal exchanges limited so that others are not distracted or offended by such exchanges and so that productivity is maintained.

b. During non-working time, such as lunches, breaks and before and after work periods, employees are not precluded from having appropriate personal conversations in non-work

areas as long as their conversations and behaviors could in no way be perceived as offensive or uncomfortable to a reasonable person.

c. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate by a reasonable person while anywhere on company premises, whether during working hours or not.

d. Employees who allow personal relationships with coworkers to affect the working environment will be subject to the appropriate provisions of the company disciplinary policy which may include counseling for minor problem. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.

e. Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates.

f. Supervisors, managers, executives or anyone else in sensitive or influential positions must disclose the existence of any relationship with another coworker that has progressed beyond a platonic friendship. Disclosure shall be immediately made to Human Resources. This disclosure will enable the organization to determine whether any conflict of interest exists because of the relative positions of the individuals involved.

g. Where problems or potential risks are identified the organization will work with the parties involved to consider options for resolving the conflict. The initial solution will be to make sure that the parties involved no longer work together where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions, financial transactions, etc. are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage.

h. In some cases more extreme measures may be necessary such as transfer to other positions or departments. Consideration for the individual to be transferred shall be based upon the following: operational necessity, seniority with the Town, or other mutual agreement between both employees.

i. Refusal of reasonable alternative positions, if available, will be deemed a voluntary resignation.

j. Continued failure to work with the organization to resolve such a situation in a mutually agreeable fashion may ultimately be deemed insubordination and therefore serve as cause for immediate dismissal. The organization's disciplinary policy will be consulted to ensure consistency, however, before any such extreme measures are undertaken.

k. The provisions of this policy apply regardless of the sexual orientations of the parties involved.

l. This policy in no way alters, supersedes or abrogates the Town's Equal Employment Opportunities Policy or any other policy in the employee manual. Any behavior that constitutes sexual harassment is illegal and against Town Policy. Any questions, concerns or issues regarding possible sexual harassment should be referred immediately to the Town's Equal Employment Opportunities Officer:

Macciano Lewis
Deputy Town Administrator- Town of Davie
6591 Orange Drive
Davie, Florida 33314
954-797-2099
TODEEOOffice@davie-fl.gov

The Town encourages open discussion of these issues and does not condone the taking of retaliatory action against employees who report actions that may violate this or any other Town policy.