

RESOLUTION NO. 107

7/18/96

11:45AM

WHEREAS, the Town Board of the Town of Delavan, Walworth County, Wisconsin recognizes the changing demographics of the work force and,

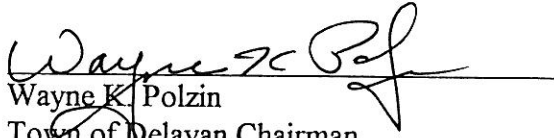
WHEREAS, the Town Board of the Town of Delavan, Walworth County, Wisconsin is desirous of creating and maintaining a pleasant and productive workplace free of harassment and,

WHEREAS, the Town Board of the Town of Delavan, Walworth County, Wisconsin is desirous of adopting a policy governing harassment for all employees and,


WHEREAS, the Town Board of the Town of Delavan believes that this policy should be uniform in application.

NOW, THEREFORE, be it resolved that the Town Board does adopt the attached policy entitled "Town of Delavan Harassment Policy" incorporated by reference into this resolution.

Adopted this 16th day of July, 1996


Wayne K. Polzin
Town of Delavan Chairman

Attest:


Patricia A. Kolher
Town of Delavan Clerk

(SEAL)

PROCEDURE:

1. In any case in which the supervisor is witness to or confronted with a situation of harassment, the supervisor shall immediately notify the offending party that harassment is not appropriate and will not be tolerated. Ultimate disciplinary action will await completion of the reporting procedure.
2. An employee subjected to any form of harassment should report such activity to his/her non-involved supervisor, department supervisor, or directly to the Town Administrator.
3. A supervisor is required to report harassment cases to his/her Department Supervisor, who, in turn, is required to report the matter to the Town Administrator. Such reports to superiors and to the Town Administrator are to be made regardless of how knowledge of the case was acquired.
4. The Town Administrator shall investigate and submit to the Town Board a report setting forth the facts of the case and a take the appropriate action. In the case of public safety personnel, the Administrator shall report the findings to the Police and Fire Commission.
5. The results of the investigation and the nature of the disciplinary action will be communicated by the Administrator's Office to both the complainant and the offender as well as the affected Department Supervisor. Either party may appeal the decision through the normal grievance procedure if it is felt the findings were incorrect or the disciplinary action inappropriate.

DISCIPLINARY ACTION:

An employee who harasses another employee or member of the public may be subject to the full range of disciplinary action, including discharge.

EFFECTIVE: Immediately

DATE:

APPROVAL:

Town Administrator

LAST REVISED: