

City of Sterling

Temporary and Seasonal Employment Policies

HARASSMENT, SEXUAL HARASSMENT and HOSTILE WORK ENVIRONMENT

Due to the nature of the complaint investigation process invoked for a complaint or claim of Harassment, Sexual Harassment, Discrimination and a Hostile Work Environment, these topics are grouped into one Chapter for administrative purposes. The investigation of any complaint under this chapter shall be handled in as confidential a manner as possible.

All employees are prohibited from engaging in the harassment of any other employee or other person in the course of or in connection with employment. Generally, harassment is defined as unwarranted, unwelcome and unwanted verbal or nonverbal conduct which threatens, intimidates, pesters, annoys, or insults another person, where such conduct has the purpose or effect of creating an offensive, intimidating, degrading, or hostile work environment, or interferes with or adversely affects a person's work performance, results in a tangible employment action, or is sufficiently severe or pervasive to alter the conditions of employment.

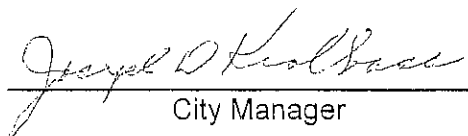
The City prohibits the creation of a hostile work environment due to employees' use of repeated innuendoes, jokes, or overt or implied threats to an employee based on an employee's religious affiliation, race, sex, age, disability, or national origin. A hostile work environment is created through the persistent and repeated use of innuendoes, jokes or overt or implied threats, so pervasive in nature that they interfere with the ability of a normal person to effectively perform the functions of their position. Any seasonal City employee engaging in this type of activity is subject to dismissal.

Any employee, who believing to be subjected to a prohibited activity under this chapter, may file a complaint by immediately contacting one of the persons listed below with whom the employee feels the most comfortable.

Complaints shall be filed no later than fourteen (14) calendar days after the alleged discriminatory act or harassing activity occurred. **To file a complaint outside of City Hall working hours you can call 522-9700 extension 1102 or 1101 and leave your name, a number to be reached during City Hall office hours, and a brief message regarding your complaint.**

Complaints may be initiated verbally or made in writing to:

- a) The employee's immediate supervisor
- b) The employee's department head
- c) The Director of Human Resources
- d) Other supervisory personnel, or
- e) The City Manager.



City Manager

6/30/11
Date

City of Sterling Temporary and Seasonal Employment Policies

WORKPLACE VIOLENCE

It is the City of Sterling's policy to promote a safe environment for its employees and visitors which is free of harassment, intimidation, threats, or violent behavior. The City will not tolerate acts of violence committed by or against City employees or members of the public while on City property or while performing City business at other locations.

The City will not tolerate any action which may be interpreted as one of the following behaviors:

- Intimidating, threatening, or hostile behaviors or comments
- Threatening or hostile verbal or physical behaviors
- Stalking
- Physical or verbal abuse
- Comments regarding violence
- Oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm
- Harassment or assault
- Vandalism
- Threatening or harassing telephone calls or e-mail messages
- Violent criminal actions
- Arson
- Sabotage
- Bizarre or offensive comments about violent events or behavior
- Unauthorized use or possession of deadly weapons or explosives on or in City property, or
- Any other behavior which, in management's opinion, is inappropriate for the workplace.

This list is not all-inclusive, and any other acts deemed inappropriate will also be investigated.

Employees who engage in behavior that violates this policy, fail to report actions which fall under this policy or fail to take appropriate actions outlined in this policy will be deemed in violation of this policy and are subject to dismissal. Visitors who engage in behavior that violates this policy may be removed and/or prohibited from City facilities, vehicles, or leased property. Actions that appear to be a violation of law or that are deemed to pose a risk to others will be reported to the appropriate law enforcement officials.

If an employee observes or experiences such behavior by anyone on City property or directed at City employees, whether the person is a City employee or not, the employee should report it immediately to a supervisor or department head, the Human Resources staff, Police Department, or the City Manager.

If the employee believes the situation requires immediate action in order to avert a violent situation, the employee should contact the appropriate law enforcement agency immediately.

An employee may be subject to a search involving the work site, a City-assigned piece of equipment or property, and/or other items within their personal possession in certain circumstances while on City-owned or City-leased property to the extent allowed by law. During such a search, City property in the unlawful or unauthorized possession of the employee may be confiscated.

An employee who obtains a protective or restraining order against a City employee or another person, which lists City locations as protected areas, must immediately notify their supervisor or other member of management about the order and its status.

City Manager

8/19/07

Date

City of Sterling

Temporary and Seasonal Employment Policies

BULLYING POLICY

It is the City of Sterling's policy to promote a work environment free from workplace bullying. Bullying is not good natured teasing without animosity that occurs between employees. Bullying is not being a demanding or tough manager, for legitimate business reasons, consistently holding employees accountable to a high standard of work or behavior, raising one's voice (an exception, not a rule), or disciplining an employee appropriately and consistently within organizational guidelines. Bullying is also not differences of opinions or viewpoints or conflict/difficulties in day-to-day interactions that are a part of all working relationships from time to time. Instead, bullying terrorizes, humiliates, dehumanizes, threatens, and isolates those targeted.

Bullying is defined as the repeated mistreatment of a person at work by a co-worker, supervisor/manager, or customer. The mistreatment may involve repeated acts of :

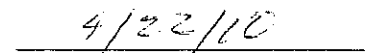
- A. shouting, yelling, screaming, or swearing;
- B. insults, put-downs threats, name-calling, or belittling;
- C. public humiliation, criticism, or "dressing down";
- D. cruel or offensive pranks, jokes; or
- E. physical behavior, such as pushing, blocking, tripping.

Such conduct by City of Sterling employees is prohibited and may result in disciplinary action up to and including dismissal from employment and, where appropriate, referral for prosecution by legal authorities.

An employee who observes or has knowledge of any conduct listed above should immediately report the same to any supervisor, Department Head, or the City Manager. Complaints will be investigated promptly and follow-up action taken as determined appropriate. To the extent feasible, complaints and investigations will be handled in as confidential a manner as possible.



City Manager



Date

