

Resolution 2007-02

A resolution of the City Council of Ashland City, Tennessee amending the Personnel Policies and Procedure Manual governing employment with the town of Ashland City.

WHEREAS, the City Council for the town of Ashland City has adopted an ordinance establishing a personnel system designed to provide a means to select, develop, and maintain an effective municipal workforce; and

WHEREAS, the personnel system ordinance authorizes the Mayor to develop personnel rules and regulations in the form of a Policies and Procedures Manual; and

WHEREAS, the personnel system ordinance requires that the Personnel Policies and Procedures Manual shall be approved by the City Council;

NOW, THEREFORE, be it resolved by the City Council of the town of Ashland City that the Personnel Policies and Procedures Manual be amended by adding the following Workforce Harassment Policy as follows:

The town of Ashland City strictly prohibits harassment on the basis of race, color, religion, gender, national origin, age, or disability as such actions constitute discrimination. No employee shall engage in harassment of any form.

Harassment is defined as unwelcome or unsolicited speech, or conduct based upon race, sex, creed, religion, national origin, age, color, or handicapping condition as defined by the Americans With Disabilities Act that creates a hostile work environment or circumstances involving quid pro quo.

Any city employee who believes he or she may have a complaint of harassment may follow the city's grievance procedure found in Section 8 of the city's Personnel Policy or should file the complaint within 30 days of the occurrence directly with the Mayor, City Manager or Administrator, or Department Head. The City will conduct an investigation into any allegation of harassment. An administrative official of the city will advise the employee of the outcome of the investigation. The Mayor will take any action he deems necessary to preserve the integrity of the organization and to ensure the efficiency and effectiveness of the city's operations.

Employees witnessing harassment shall also report such conduct to the appropriate official. Retaliation toward any employee exercising his or her right and duty to address perceived harassment will not be tolerated.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.

Adopted this 13<sup>th</sup> day of Feb, 2007.

GARY NORWOOD  
Gary Norwood, Mayor

Attest: Phyllis Schaeffer  
Phyllis Schaeffer, City Recorder