



APM 3-5 Process

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Internal City Policy

- Administrative Procedure Memorandum
Prohibited Harassment and/or Discrimination Policy
(APM 3-5)

Equal Employment Opportunity

- Federal Laws
- State Statutes
- Madison General Ordinance
Equal Opportunities Ordinance 39.03
- Internal City Policy: APM 3-5

Who is covered under policy?



Anyone and everyone!

Managers

Supervisors

Non-supervisors

Temporary workers

Independent contractors

Clients

Visitors

Vendors

What is a “Protected Class”?

- Race
- Sex/Gender
- Religion/Creed
- Color
- Age
- Disability/Handicap
- Marital status
- HIV status
- Source of income
- Familial status
 - National Origin /Ancestry
 - Sexual Orientation
- Arrest Record
- Conviction record
- Current or past military service
- Less than honorable discharge
- Physical Appearance
- Political beliefs
- Student status
- Use or non-use of lawful products off the employer’s premises during non-work hours

What is Retaliation?

Revenge, reprisal, intimidation or coercion directed at an employee.

Motivated by the belief that the employee has:

1. opposed a violation of this policy
2. filed a complaint under this policy
3. participated in an investigation of a complaint filed under this policy
4. exercised any other right under this policy

What is Discrimination?

- Negative Treatment
- Motivated, at least in part, by the employee's the membership in a protected class.

What is Harassment?

Defined by legal system:

Hostile work environment based on someone's protected class.

Hostile work environment:

- 1 SEVERE incident
- MANY small incidents

What is Harassment?

Motivated by a person's membership in a protected class:

- Verbal abuse
- Epithets, Vulgar, or derogatory language
- Display of offensive cartoons or materials
- Mimicry
- Lewd or offensive gestures
- Telling of offensive jokes
- “Quid pro quo”

Reasonable Person Standard

Would a reasonable person:

- Consider the behavior out of bounds?
- Feel uncomfortable?
- Be humiliated?
- Be embarrassed?
- Feel unsafe?

Intent v. Impact

An important distinction to understand when talking about harassment is the difference between “intent” and “impact.”

- Intent= Someone's motivation for performing a behavior. *What you mean for someone else to think, feel, or do.*
- Impact= Other's interpretation of your behavior. *What you actually make them think, feel, or do.*

Where can I File a Complaint?

- A supervisor
- Department/Division Head
- Department of Civil Rights
- The Mayor's Office, if the complaint relates to the conduct of a Department/Division Head, or an Assistant to the Mayor
- No person may require an employee to file a complaint with him or her nor may they prohibit an employee from filing their complaint with any other person. Complaints may be written or verbal.

Where can I File a Complaint?

[Home](#)[Accounts](#)[Services](#)[Agencies](#)[Data](#)[Contact](#)[Search](#)

CITY OF MADISON **EMPLOYEEENET**

RESOURCES FOR CITY OF MADISON EMPLOYEES ONLY

[Home](#)[A-Z Forms](#)[Employee Resources](#)[City Resources](#)[Training](#)[Agency Intranets](#)[Contacts](#)[City of Madison External Website](#)

HARASSMENT

[Prohibited Harassment and/or Discrimination Policy, APM 3-5 \(PDF\)](#)[Complaint Process Flowchart \(PDF\)](#)[Protected Classes Definitions \(PDF\)](#)[Complaint Register \(Attachment 1\) \(MS Word\)](#)[Notice of Investigation - Respondent \(Attachment 2\) \(MS Word\)](#)

APM 3-5 INVESTIGATIVE PROCESS

QUESTIONS

