

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 OrdinanceEqual 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:

- opposed a violation of this policy
- 2. filed a complaint under this policy
- participated in an investigation of a complaint filed under this policy
- 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."

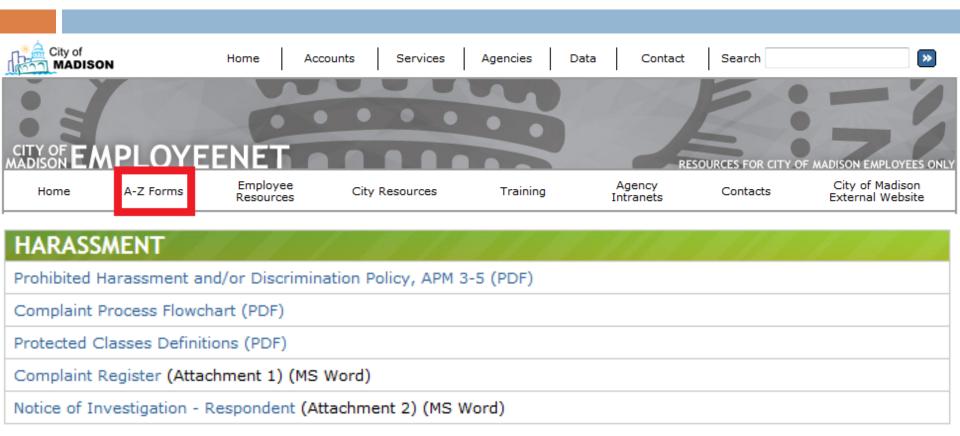
- Intent= Someone's motivation for performing a behavior. What you mean for someone else to think, feel, or do.
- Impact= Other's interpretation of your behavior.
 What you actually make them think, feel, or do.

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?



APM 3-5 INVESTIGATIVE PROCESS

QUESTIONS