

MEMORANDUM

REVISION 5 SERIES D

TO: Holders of Career Service Rule Books

FROM: Career Service Board

DATE: June 25, 2013

SUBJECT: Revision of Career Service Rule 15-104 Investigation

The Career Service Board has approved the revision of Career Service Rule 15-104 Investigation. Under this rule change, the language at the end of Rule 15-104 requiring agency investigators to undergo training on investigations techniques developed by the OHR Training Section has been removed. The rule has also been re-worded for better clarity. .

	<u>Page Number</u>	<u>Issuance Dates</u>
Remove:	15-10	January 7, 2013
Replace:	15-10	June 25, 2013

PLEASE INSERT IN YOUR RULE BOOK AS SOON AS POSSIBLE. THANK YOU.

15-103 Action of Individual Experiencing Unlawful Harassment

Individuals who experience unlawful harassment are urged to:

- A. Make it clear that such behavior is offensive to them and request that such behavior be discontinued; and
- B. Report such conduct to their supervisor so that the agency may investigate and resolve the problem. If the complaint involves an employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her immediate supervisor, the employee may go to another supervisor, to his or her agency human resource representative or directly to the OHR Employee Relations Section.

15-104 Investigation

(Revised June 25, 2013; Rule Revision Memo 5D)

The agency or the OHR will conduct a timely investigation concerning any allegations of harassment or discrimination and will take action, as deemed appropriate, based on the outcome of the investigation. The determination of the investigation regarding the alleged harassment or discrimination will be communicated to the complaining employee as soon as practicable.

15-105 Action

If it is determined that unlawful harassment or discrimination has occurred, the agency will take effective remedial action commensurate with the severity of the offense. Appropriate action will be taken to deter any future harassment.

15-106 Retaliation Prohibited

Retaliation against employees for reporting unlawful harassment or discrimination or assisting the City in the investigation of any complaint is against the law and will not be permitted. Retaliation can include, but is not limited to, such acts as refusing to recommend an employee for a benefit for which he or she qualifies, spreading rumors about the employee, encouraging hostility from co-workers and escalating the harassment. Any employee engaging in retaliation may be subject to corrective action, up to and including dismissal.