



# Albemarle County

## Legislation Details (With Text)

**File #:** 20-408      **Version:** 1      **Name:**  
**Type:** Policy      **Status:** Consent Agenda  
**File created:** 7/15/2020      **In control:** Board of Supervisors  
**On agenda:** 8/5/2020      **Final action:**  
**Title:** Personnel Policy P-21 / P-34 Amendments.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Att.A - Resolution, 2. Att.B - Draft of Proposed P-21 in TC, 3. Att.C - Proposed P-21 for adoption

Date	Ver.	Action By	Action	Result
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**AGENDA DATE:** 8/5/2020

**TITLE:**

Personnel Policy P-21 / P-34 Amendments

**SUBJECT/PROPOSAL/REQUEST:** Consideration of amending and reorganizing personnel policies P-21 and P-34

**ITEM TYPE:** Consent Action Item

**STAFF CONTACT(S):** Richardson, Kamptner, DeLoria, Gerome, Shigeoka

**PRESENTER (S):** N/A

**LEGAL REVIEW:** Yes

**REVIEWED BY:** Jeffrey B. Richardson

**BACKGROUND:** As we work towards a more diverse, inclusive and equitable organization, it is important to evaluate, clarify, and communicate our expectations through policies and trainings.

To this end, we have proposed to revise and combine Personnel Policy P-21, EEOC, Sexual Harassment, and Policy P-34, Harassment Into a new Policy P-21 entitled Equal Employment Opportunity, Inclusion, and Prohibition Against Discrimination, Harassment, Bullying, and Retaliation. This proposed draft was reviewed using our Framework to Align Policy and Practice with the Pillars, with feedback from our Organizational Leadership Team, our County Attorney's Office, Human Resources, an outside consultant, and employees who responded to the request to provide feedback. The proposed draft of this policy is before the Board for consideration.

Human Resources will also be coordinating Harassment Prevention Training for all Local Government employees starting in August, with specific training for management tailored to emphasize supervisory responsibilities and the County's exposure to liability for failures to meet those duties.

**STRATEGIC PLAN:** Quality Government Operations: Ensure County government's capacity to provide high quality service that achieves community priorities.

**DISCUSSION:** The proposed new Policy P-21, Equal Employment Opportunity, Inclusion, and Prohibition Against Discrimination, Harassment, Bullying, and Retaliation, includes the following changes:

- Revised and combined policies P-21 and P-34 into a new Policy P-21 entitled Equal Employment Opportunity and Inclusion Policy Including Prohibition Against Discrimination, Harassment, Bullying, and Retaliation;
- Added additional language around inclusion specifically;
- Added additional language expanding for harassment prevention, not limited to a protected class;
- Added language to include anti-bullying;
- Added/clarified specific complaint procedure, timelines, retaliation prohibited statement, right to alternate procedure and false charges sections; and
- Added a section to clarify management/supervisory duties.

**BUDGET IMPACT:** N/A

**RECOMMENDATION:**

Staff recommends that the Board adopt the attached Resolution (Attachment A) to amend and combine personnel policies P-21 and P-34 as set forth above and in Attachment C.

**ATTACHMENTS:**

- A - Resolution
- B - Draft of proposed new Personnel Policy P-21
- C - Clean Version of proposed new Personnel Policy P-21 for adoption