



Date: September 7, 2018

To: Patrick H. West, City Manager *T.M.*

From: Alejandrina Basquez, Director Human Resources Department *A. Basquez*

For: Mayor and Members of the City Council

Subject: Harassment-Free Workplace Training for City Employees Update

In a memo to City Council dated June 28, 2018, Human Resources provided an update on initiatives underway to ensure the City actively promotes equal employment opportunity for all persons on all matters affecting City employment. This memorandum is intended to provide an update on the upcoming implementation of harassment-free workplace training for all non-supervisory employees.

Currently, the State of California mandates all employers with 50 or more employees to provide 2-hour training and education, on a biennial basis, to all legislative and elected local agency officials who receive any kind of stipend or compensation, and supervisory employees, on the prevention of sexual harassment and abusive conduct in the workplace. This requirement does not extend to non-supervisory employees, creating a void in workplace harassment education.

Recognizing the need to take greater steps towards preventing and correcting harassment and discrimination in the workplace, the Department of Human Resources will begin piloting harassment-free workplace training for approximately 150 non-supervisory front-line employees at Library Services, beginning October 2018. The intent of this pilot program is to refine the training process for a City-wide rollout beginning January 2019. The harassment-free workplace training program is designed to educate employees on:

- Relevant City policies and workplace laws related to unlawful harassment;
- Definitions of discrimination, harassment (to include sexual harassment), retaliation and hostile work environment;
- How to proactively identify harassment, and what actions to take when it happens;
- Understanding legally protected characteristics such as gender identity, gender expression and sexual orientation;
- Examples of workplace bullying and abusive conduct; and
- How they can assist in fostering a respectful workplace.

This training is not intended to replace the State requirement for supervisory employees. The City has retained the services of Burke, Williams, and Sorensen to conduct these in-person based trainings in small group sessions, not to exceed 40 employees. A Department of Human Resources representative will be present at each training to increase employee engagement.

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As always, the City's Equal Employment Opportunity Division will continue researching and implementing best practices to create a harassment-free workplace. If you have any questions regarding this memorandum, please contact Khristina Coston, Human Resources Officer, at (562) 570-6440.

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