

**Amending Resolution No. 431 Of December 6, 1988, As Amended By Resolution No. 245 Of August 9, 2001 – Ulster County Policy On Sexual Harassment In The Workplace**

The Personnel / Human Services Committee (Chairman Aiello and Legislators Alfonso, Maloney, Noonan, Kraft, Loughran and Rodriguez) offers the following:

WHEREAS, a review of the existing County policy prohibiting sexual harassment in the workplace indicates the need for updating portions thereof to provide greater clarity, and

WHEREAS, such modifications provide the County of Ulster with an opportunity to reiterate its strong commitment to a workplace free of sex discrimination, including sexual harassment in all its forms.

RESOLVED, that the policy originally adopted in December 6, 1988, as amended by Resolution No. 245 of August 9, 2001, be and hereby is reaffirmed as modified below:

**ULSTER COUNTY POLICY ON SEXUAL HARASSMENT  
IN THE WORKPLACE**

Sexual harassment of any kind will not be tolerated. Prohibited behavior, which may be physical, verbal or visual, is identified by the federal guidelines as any "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- 2) Submission or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
- 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

Because of the sensitive nature of situations involving sexual harassment, the County will take reasonable measures to protect the right of privacy of all parties concerned. The policy statement will be distributed to all existing employees, will be included in new employee orientations and will be publicized in internal employee publications. All employees, regardless of position, will be expected to attend one of the County approved training sessions for instruction on identifying and addressing incidents of sexual harassment. If employees consider themselves victims of sexual harassment then a complaint **shall be** filed promptly with the Personnel Officer or the Director of

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Employee Relations of the County. All complaints will be treated seriously and will be investigated promptly *upon being received. The nature of the investigation will consist of questions to the complainant, the alleged harasser, and any witnesses, in order to ascertain all of the facts. Findings and intended actions will be communicated to the complainant and the alleged harasser as expeditiously as possible.* An attempt to resolve the issue between the involved parties may be made in appropriate cases. If such resolution is unsuccessful, then disciplinary action may be taken against any person violating this policy with penalties to include those provided by law up to and including discharge. In any case, a subsequent review will be taken to insure that any violations have ceased.

An employee who has filed a sexual harassment complaint will do so without fear of retaliation. Retaliation against any employee who has filed a sexual harassment complaint is illegal and may result in disciplinary action.

The Personnel Officer and the Director of Employee Relations are located on the 5th Floor of the Ulster County Office Building, 244 Fair Street, P.O. Box 1800, Kingston, New York, 12402, (845) 340-3535, at this time, and

and moves its adoption.

ADOPTED BY THE FOLLOWING VOTE:

AYES: 33                      NOES: 0

FINANCIAL IMPACT:  
NONE

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