

COURT ORDER

2011 1462

ORDER NO:

DATE:

August 30, 2011

STATE OF TEXAS '

COUNTY OF DALLAS '

BE IT REMEMBERED, at a regular meeting of the Commissioners Court of Dallas County, Texas, held on the 30th day of August, 2011, on motion made by Mike Cantrell, District #2, and seconded by John Wiley Price, District #3, the following Order was adopted:

WHEREAS, the Commissioners Court was briefed on August 23, 2011, regarding revisions made by the Human Resources/Civil Service to the following sections of the Dallas County Code:

Section 86-1(1): Definitions (Category A); and
Section 86-1(2): Definitions (Category B); and
Section 86-1007: Civil Service Rules of Practice; and
Section 86-781 through 86-788: Harassment Policy

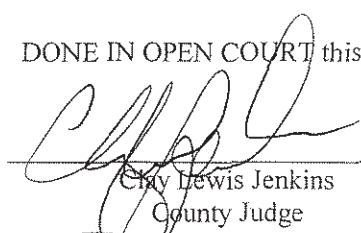
WHEREAS, these policy revisions provide clarification and guidance to supervisors, managers and employees when addressing these issues; and

WHEREAS, the adoption of these policies will not impose any additional financial impact to the County; and


WHEREAS, the request supports Dallas County's Strategic Plan Vision 1: Dallas County is a model interagency partner.

IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that the Dallas County Commissioners Court *hereby approve the aforementioned revisions as shown in the attachment for immediate incorporation into the Dallas County Code.*


DONE IN OPEN COURT this the 30th day of August, 2011.


Clay Lewis Jenkins
County Judge


Maurine Dickey
Commissioner District #1


Mike Cantrell
Commissioner District #2


John Wiley Price
Commissioner District #3


Dr. Elba Garcia
Commissioner District #4

Recommended by:


Mattye Mauldin-Taylor, Ph.D., Director
Human Resources/Civil Service Department

ARTICLE I. IN GENERAL

Sec. 86-1. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Class means and consists of all jobs regardless of department locations that are sufficiently alike in duties and responsibilities to be called by the same descriptive title, to be accorded the same pay scale under like conditions, and to require substantially the same education, experience, and skills on the part of the incumbents.

Classification means a hierarchical structure of jobs, usually arranged into classes or pay grades according to a job evaluation.

Classified employee means as follows:

- (1) *Category A employee* includes, but is not limited to, administrative secretary, executive secretary, administrative assistant, deputy constables hired after August 19, 2003, positions in the information technology reporting to the CIO and performing information technology job duties, chief deputy or first assistant of the county judge, county commissioners and elected officials. These job titles and others designated by commissioners court do not fall under the jurisdiction of the civil service system. Additionally, category A classified employees are excluded from coverage afforded in employment procedures relating to job posting, reduction-in-force, double-fill, reinstatement, reemployment, dismissals, right of appeal, and grievance system procedures of this Code.
- (2) *Category B employee* includes all department heads, assistant department heads, assistant public defenders, and information technology positions in the IT Services department with a job grade MM or above and hired after June 7, 2011, and others as designated by the commissioners. These positions do not fall under the jurisdiction of the civil service system. Assistant department heads that have five or more years of continuous service, were previously employed in a civil service position, and who are terminated for reasons other than just cause shall be given the opportunity to accept a demotion to their last lower grade and position before they were promoted, provided that such a vacancy exists. If no vacancy exists, then the reduction-in-force policy will apply. Category B employees are excluded from coverage afforded in reduction-in-force, double-fill, reinstatement, reemployment, dismissals, right of appeal, and grievance system procedures of this Code.

Sec. 86-1007. Civil service commission rules of practice.

- (a) *Scope of rules.* These rules shall govern the review of an administrative action by the county civil service commission in all grievance proceedings, except as hereinafter stated.
- (b) *Construction of rules.* "He" "him" "his" or "their" are used to signify both male and female individuals.
- (c) *Definitions.*

Commission refers to the county civil service commission.

Grievant refers to the employee or his representative.

Department refers to the department who took the action being grieved.

Secretary or *secretary to the commission* refers to the individual responsible for scheduling and coordinating the civil service meetings. This individual is the director of human resources/civil service.

- (d) *Representation.* Any party to a grievance may appear and present his position. The grievant must notify the secretary if he has a representative or attorney and the representative's/attorney's name, address and telephone number. Notification should occur at the time of filing the grievance, or as soon thereafter as possible. Either the department's representative or attorney may present the department's case, but both will not be allowed to participate in the presentation of information. The same rule will apply to the grievant, his representative or attorney.
- (e) *Filing of grievance.* Grievance hearings scheduled before the commission shall be initiated by a grievance filed with the secretary after exhaustion of appeals through the department's chain of command. (Please refer to sections 86-1001 through 86-1006 for additional information.)
- (f) *Claim for relief/burden of proof.*
 - (1) A grievance must be submitted on the form adopted by the commission for this purpose and shall contain a brief statement of:
 - a. The disciplinary action challenged;
 - b. The relief sought;
 - c. Why disciplinary action was not justified.
 - (2) The department has the burden of proving that the action taken should be upheld.
 - (3) Actions overturned by the commission that result in a back pay award may be adjusted to account for delays occasioned by the grievant or his representative/attorney.
- (g) *Dismissal of grievance.* At any time before a decision is rendered, the grievant may withdraw the grievance, and the withdrawal shall be entered into the record.
- (h) *Postponements.*

- (1) Requests to the secretary for rescheduling a grievance must be in writing and must establish an emergency. If the grievance has been scheduled and either party wants to request a postponement, the requesting party must submit the request in writing within three working days to the secretary to the commission. The request must clearly outline the emergency that has created the need to request a postponement (attorney availability, illness, etc.) Only one postponement will be granted by the secretary to the commission.
 - (2) In the event either party to the grievance objects to the postponement, the grievance hearing will proceed. At the scheduled hearing, the requesting party will present his/her request for postponement to the civil service commission for a final determination. If the decision is to postpone the hearing, the grievance will be heard at a later date.
 - (3) Further requests by either party to postpone a grievance hearing, beyond the one postponement allowed by the secretary to the commission, will be presented to the commission for determination.
- (i) *Hearing materials.* The materials furnished for a hearing shall be directly related to the disciplinary action taken and shall include:
- (1) Notice of warning form and/or notice of separation form regarding the disciplinary action taken (dismissal, demotion, suspension, reprimand, warning);
 - (2) Copy of formal grievance filed;
 - (3) Department's response to grievance;
 - (4) Previous performance evaluation(s) for the grievant;
 - (5) Employment application of the grievant (if applicable).
 - (6) Any prior disciplinary actions taken against the grievant;

Departmental personnel files must be presented to the secretary within five work days from the date of receipt of notification of the hearing.

All documentation must be submitted to the secretary of the commission who will then distribute to the appropriate parties. Neither the grievant nor the affected department representative may submit documentation to the commission members prior to the scheduled hearing.

Documentation such as character letters will not be accepted by the civil service commission members.

- (j) *Time.* There is no time limitation on the presentation of evidence at the grievance hearing. However, evidence should be presented in the most efficient and expedient manner in conformity with these rules.
- (k) *Open meetings.* The grievant shall be allowed to decide if the hearing will be open or closed to the public. If the grievant decides to have a closed hearing, the following persons are authorized to be present:

- (1) Commission members;
- (2) Secretary to the Commission;
- ~~(2)~~(3) Grievant;
- ~~(3)~~(4) Grievant's representative/ attorney;
- ~~(4)~~(5) Human resources/civil service department's representative;
- ~~(5)~~(6) Department's attorney;
- ~~(6)~~(7) Department's representative;
- ~~(7)~~(8) Legal counsel for the commission;
- ~~(8)~~(9) Court reporter.

(l) *Omissions.* A grievant that fails to submit in writing any part of his documentation to the secretary before the deadline date for submission of hearing materials may have the omitted portion entered into the record at the hearing to show that the matters were considered.

(m) *Witnesses requested.* Witnesses may voluntarily appear or be subpoenaed to appear at a grievance hearing. The Chairman of the Commission upon the request of the grievant, the grievant's representative, the county attorney or the county attorney's designee shall administer oaths; and issue subpoenas and subpoenas duces tecum for the attendance of witnesses and for the production of documentary material.

An oath administered under this provision has the same force and effect as an oath administered by a magistrate in judicial capacity. Documentary material may include any books, records, documents, papers, accounts, or witnesses that the requester considers relevant to the case.

The request to subpoena a witness must be made in writing to the Secretary to the Civil Service Commission at least 15 days before the date of the scheduled hearing.

All witnesses (~~voluntarily~~) appearing at a grievance hearing shall attend the proceeding until discharged by the commission or the party requesting the witness. Time away from the workplace to participate as a witness in a grievance hearing shall be paid leave for county employees. ~~The commission reserves the right to hear only those witnesses whom they deem appropriate.~~ No action will be taken to prevent an employee from testifying on behalf of a grievant and no act of retaliation will be taken against any witness who testifies in a grievance hearing.

Subpoenaed witnesses who are unable to be present at the civil service commission meeting shall notify the secretary to the civil service commission as soon as possible before the scheduled hearing date.

A person or employee who fails to appear as subpoenaed commits a misdemeanor offense punishable by a fine up to \$1000, confinement in the county jail for not more than 30 days, or both.

- (n) *Testimony by affidavit.* Upon agreement of both parties, testimony by affidavit will be permitted. Because the affidavits will not be subject to cross examination, the weight given each affidavit will be within the discretion of the commission.
- (o) *Procedure.* Both parties will have an opportunity to provide an opening statement, present and cross-examine witnesses and make a closing argument. Because the department has the burden of proof, the department will proceed first in each instance. The department is required to present its witnesses first in order to justify the disciplinary action taken.
- (p) *Additional testimony.* If necessary for the administration of justice, the commission may permit additional evidence to be offered at any time prior to a decision being rendered.
- (q) *Commission to render decision.* Upon conclusion of the proceeding, the commission shall render its decision in writing.
- (r) *Decisions.* The decision of the commission will either (i) affirm the disciplinary action taken by the department; (ii) modify the disciplinary action taken by the department; or (iii) overturn the disciplinary action taken by the department and grant the relief sought by the grievant which shall be framed to give the party all relief to which he may be entitled at the commission level. In the event there is a split decision within the quorum, the department will not have met its burden of proof and the grievant shall prevail. Decisions pertaining to demotions, suspensions or terminations shall be given in writing.
- (s) *Appeal.* Action taken by the commission which results in a demotion, suspension or termination, may be appealed to a district court within 30 days after written notification of the commission's decision.
- (t) *Scheduling of grievance hearings.*
 - (1) Grievances are scheduled according to the date received, except grievances appealing terminations, which are given priority over all other types of pending grievances.
 - (2) Each party to the grievance shall be informed when only two commissioners (quorum) will be in attendance for the hearing. Either party to the grievance may request to delay the hearing until all three commissioners are present. Monetary awards may be adjusted to account for delays occasioned by the grievant.
 - (3) A grievance may be rejected by the secretary of the commission if determined not to be a grievable issue. The commission, the grievant and the department's representative will receive written notification of the determination. The commission may overturn the decision of the secretary.
- (u) *Notification.* The grievant will receive a minimum of 14 calendar days prior notification of the scheduled hearing date, unless there is a mutual agreement for a lesser time period between the secretary and the grievant. This time frame does not apply to postponements.

(Admin. Policy Manual, § A(12.24--12.53); Ord. No. 2000-380, 2-22-2000; Ord. No. 2007-2466, 12-11-2007)

Cross references: Civil service commission, § 86-51 et seq.

Secs. 86-1008--86-1040. Reserved.

DIVISION 2. HARASSMENT

Sec. 86-781. Division policy. (This section reflects recent court approved policy language: Court Order# 2011 776 April 26, 2011.)

- (a) It is the policy of the county to provide all employees a work environment that is free from any form of unlawful harassment, any hostile work environment based on unlawful harassment, or any retaliatory action against an employee who reports unlawful harassment. Unlawful harassment of any kind is expressly prohibited and will not be tolerated. All employees are responsible for ensuring that the workplace is free from unlawful harassment and all employees must avoid any action, conduct or behavior which could be viewed as unlawful harassment. Unlawful harassment includes sexual harassment and harassment of employees on the basis of race, religion, color, sex, national origin, age or disability. Slurs, epithets, and jokes based on these characteristics have no place in the workplace. Harassment of any nature, when based on race, religion, color, sex, national origin, age, sexual orientation, transgender, gender identity, gender expression, or disability will not be tolerated. The unlawful harassment prohibited by this division includes harassment by management, co-workers, citizens, and vendors. Employees of the county are also prohibited from harassing customers, employees of vendors, and other third parties.
- (b) All employees of the county are entitled to a workplace free of unlawful harassment by management, co-workers and vendors. Any employee who believes he, or any other employee of the county, has been subjected to sexual or any other form of unlawful harassment by anyone, including management, supervisors, co-workers, vendors, customers, or other visitors, must report it immediately to his immediate supervisor, elected official or department head and/or the director of the county human resources/civil service department. It is important that employees report such incidents because without such assistance, violations may go undetected. Preserving a workplace free of unlawful harassment is the responsibility of all employees.
- (c) All reports of unlawful harassment will be investigated promptly in a reasonable timeframe by management. All employees are required to cooperate with the investigation. Confidentiality will be preserved to the fullest extent possible. Employees who bring a complaint of unlawful harassment to the attention of management, and/or who cooperate with the investigation, will not suffer retaliation or adverse employment decisions as a consequence. Where management's investigation substantiates the allegation of unlawful harassment, appropriate measures will be taken.
- (d) Discipline, up to and including termination, will be imposed on any employee who is found to have engaged in conduct prohibited by this division. Discipline, up to and including termination, will be imposed on any employee who witnesses behavior prohibited by this division and does not report it. Discipline, up to and including termination, will be imposed on any supervisor or employee who fails to report an incident of unlawful harassment when it is reported to them.
- (e) One form of unlawful discrimination is sexual harassment. It is the county's policy that sexual harassment is prohibited in the workplace and that all employees are

responsible for ensuring that the workplace is free from sexual harassment. This means that all employees must avoid any action, conduct or behavior which could be viewed as sexual harassment. Any employee who violates this subsection will be subject to disciplinary action up to and including termination.

- (f) County policy defines unlawful harassment in the workplace and outlines responsibilities for reporting and preventing such conduct, as well as the procedures for investigating and resolving unlawful harassment complaints.

(Admin. Policy Manual, § C(8.10--8.15))

Sec. 86-782. Definitions. (This section reflects recent court approved policy language: Court Order# 2011 776 April 26, 2011.)

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Complainant means an employee who reports unlawful harassment to a supervisor or manager.

Hostile work environment means when the conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment. Like quid pro quo harassment, hostile work environment harassment may involve management and supervisory personnel. In addition, however, hostile work environment harassment may also involve co-employees and nonemployees. Example: remarks, slurs, epithets, jokes or gestures based on race, religion, color, sex, national origin, age, sexual orientation, transgender, gender identity, gender expression, or disability in the presence of or directed toward an employee which result in an intimidating or threatening work environment for any employee.

Quid pro quo (this for that) means when submission to or rejection of the harassment is the basis for an employment decision affecting the individual, or is made a term or condition of the individual's employment. Quid pro quo harassment usually involves management or supervisory personnel because these individuals have the ability to grant or deny job benefits. Example: if an employee's raise or promotion depends on his granting sexual favors to a supervisor.

Retaliation/reprisal means an intimidating, vengeful action by members of management, any person with authority to affect the employee relationship, and/or employees directed against an individual for reports of unlawful harassment or for cooperating with an investigation.

Sexual harassment means, as defined by the Equal Employment Opportunity Commission, 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;
- (2) Submission to or rejection of such conduct by an individual is used as the 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.

Incidents of sexual harassment can involve members of the same gender as well as members of the opposite gender. The harasser may be male or female.

Supervisor/manager means an employee vested with the authority to control working conditions or tangible job benefits of another employee.

Cross references: Definitions generally, § 1-2.

Sec. 86-783. Examples of sexual harassment.

Conduct which constitutes sexual harassment may include, but is not limited to, the following:

- (1) Unwelcome touching of a sexual nature, such as:
 - a. Touching another person's body (for example, unwelcome neck massages, rubbing another person's hand or arm).
 - b. Touching another person's breasts, chest, buttocks or genitals.
 - c. Touching or exposing one's self.
- (2) Unwelcome sexual advances, propositions or other sexual comments, such as:
 - a. Discussing in any manner or making sexually suggestive gestures, noises, remarks, jokes or comments about a person's sexuality or sexual activities.
 - b. Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward.
 - c. Sexual remarks about physical attributes.
 - d. Alluding to another person's or one's own mode of dress in a sexually suggestive manner.
- (3) Any display of sexual publications at any county workplace, such as:
 - a. Displaying sexually suggestive pictures, videos, magazines, posters, calendars, drawings and literature.
 - b. Reading or otherwise publicizing in the work environment materials that are sexually revealing, suggestive, demeaning or pornographic.

(Admin. Policy Manual, § C(8.22))

Sec. 86-784. Manager and supervisory responsibility.

- (a) Managers and supervisors shall take the initiative in preventing unlawful harassment by:

- (1) Setting good examples; demonstrating courteous and professional

behavior at all times;

- (2) Actively monitoring the work environment for indications of unlawful harassment;
 - (3) Ensuring that each employee is aware of the policy regarding unlawful harassment or misconduct in the workplace;
 - (4) Informing employees of procedures to report incidents of unlawful harassment;
 - (5) Ensuring that employees do not suffer retaliation for presenting allegations of unlawful harassment;
 - (6) Taking all reports of unlawful harassment seriously;
 - (7) Conducting an prompt and fair investigation into all allegations of unlawful harassment within a reasonable timeframe;
 - (8) Taking appropriate disciplinary action when an investigation substantiates an allegation of unlawful harassment;
 - (9) Ensuring that employees do not suffer retaliation for cooperating in an investigation into an allegation of unlawful harassment;
 - (10) Immediately reporting all complaints of unlawful harassment to the human resources/civil service personnel/civil-service department; and
 - (11) Attending unlawful harassment training.
- (b) Discipline, up to and including termination, will be imposed on any manager or supervisor who fails to report an incident of unlawful harassment when it is reported to them.

(Admin. Policy Manual, § C(8.23, 8.24))

Sec. 86-785. Employee responsibility.

- (a) Any and all county employees shall take the initiative in preventing unlawful harassment by:
- (1) Conducting themselves in a professional manner; maintaining a professional attitude and dressing appropriately for the workplace;
 - (2) Avoiding involvement in actions or discussions that may be sexually suggestive or offensive;
 - (3) Ceasing any behavior or discussion if told by a supervisor, manager, or co-worker that such conduct is offensive; and
 - (4) Cooperating with management in any investigation into alleged acts of unlawful harassment.
- (b) Discipline, up to and including termination, will be imposed on any employee who is found to have engaged in conduct prohibited by this division. Discipline, up to and including termination, will be imposed on any employee who witnesses behavior prohibited by this division and does not report it.

- (c) Any employee who believes that he, or any other employee of the county, has been the subject of unlawful harassment must immediately contact one of the following:
- (1) Supervisor or manager;
 - (2) Elected official or department head; or
 - (3) Director, ~~personnel/civil service~~ human resources/civil service department.
- (d) The human resources/civil service ~~personnel/civil service~~ department shall serve as an additional avenue outside the complainant's own department through which employees may file a complaint and seek resolution of unlawful harassment charges.

(Admin. Policy Manual, § C(8.25--8.28))

Sec. 86-786. Complaint procedure.

Once a manager, supervisor, elected official/department head or the director of the ~~personnel/civil service~~ human resources/civil service department has been notified of an allegation of unlawful harassment, an investigation should begin immediately. The following steps should be followed as appropriate:

- (1) The harassment incident report (exhibit A) should be completed on each allegation.
- (2) A separate harassment incident report is required for each incident of unlawful harassment.
- (3) The original harassment incident report is to be provided to the human resources/civil service ~~personnel/civil service~~ department, with a copy provided to the elected official/department head. Confidentiality will be preserved to the fullest extent possible. Once the harassment incident report is received by the human resources/civil service ~~personnel/civil service~~ department, it should be date/time stamped. The human resources ~~personnel~~ director should immediately provide a copy of the harassment incident report to the elected official/department head if they did not receive a copy. The complainant should also be provided a copy of the harassment incident report for his/her records.
- (4) Receipt of the original harassment incident report by the human resources/civil service ~~personnel/civil service~~ department constitutes the beginning of the ~~time-line for completion of the complaint investigation process.~~ procedure. In the event of the need for "formal action" (as described in subsection (5b) of this section), completion of the investigation and resolution of the complaint should occur ~~within ten working days, exclusive of holidays.~~ within a reasonable timeframe. However, any information that would have bearing on the outcome of the investigation, but cannot be reasonably immediately obtained ~~within that ten-working-days-period, could result in an extension of the investigation period.~~ cause a delay in the completion of the investigation and the complainant should be notified if such delays occur.

- (5) The complainant will be interviewed and advised of the actions that may be taken:
 - a. Informal action: An informal action requires some interaction with the alleged harasser to provide information regarding the county's policy on unlawful harassment. Follow-up with the complainant would occur to ensure that the complainant has had no further problems and that the behavior has not recurred.
 - b. Formal action: A formal action includes a complete investigation of the complaint, interviews with complainant, alleged harasser and witnesses, and a review of personnel documents and other related materials. This type of action would be as a result of a request from the complainant, or if sufficient evidence exists, the personnel representative.
- (6) Every effort will be made to preserve the confidentiality of the complainant's name to the fullest extent possible. When the investigation is deemed "formal action," which would may likely result in disciplinary action, the complainant's name would be revealed to the alleged harasser in order to provide due process.
- (7) The complainant and the alleged harasser will be advised of the findings at the conclusion of the formal action investigation.

(Admin. Policy Manual, § C(8.29))

Sec. 86-787. Implications of charges.

- (a) All charges of unlawful harassment shall be taken seriously and dealt with in a prompt and effective manner. When an elected official, department head or supervisor/manager is notified by an employee of a complaint of unlawful harassment, the department shall in turn notify the human resources/civil service ~~personnel/civil service~~ department director immediately for assistance in the investigation of the allegation.
- (b) Any employee who, in good faith and belief, alleges the existence of unlawful harassment which is later determined to be unfounded and/or unsubstantiated may not be the subject of any retaliation by any party.
- (c) Any employee who knowingly files a false accusation of unlawful harassment for reasons which may include, but are not limited to, malice, spite or ill-will may be subject to disciplinary action that may include termination.

(Admin. Policy Manual, § C(8.30--8.32))

Sec. 86-788. Additional information on the investigation process.

- (a) Investigations will be conducted, with regard to each complaint, which may include:
 - (1) Interviews with the complainant, accused, witnesses or other parties believed to have knowledge of the claim; and
 - (2) A review of personnel records and/or other relevant documents.

- (b) Resolution of the investigation should be accomplished within a reasonable timeframe ~~the most prompt and expedient manner~~, in order to avoid further occurrences within the department, and to ensure employees that the county takes unlawful harassment charges seriously. Such an investigation will provide resolution and closure to the situation in order to allow normal activities to resume with minimal interruption to the workplace.
- (c) During the investigation, depending upon the severity of the incident or action the alleged harasser may be temporarily reassigned to a different work area or the complainant may be reassigned, if agreeable.
- (d) Information regarding the investigation shall be released on a "need to know" basis only to those parties deemed necessary, preserving confidentiality to the fullest extent possible throughout the investigation.
- (e) Any information received by an elected official, department head, supervisor, manager or the human resources/civil service personnel/civil-service department director regarding unlawful harassment claims must be taken as notice and carries with it the duty to investigate.
- (f) In the event of a finding of unlawful harassment upon completion of the investigation, disciplinary action up to and including termination will be taken based upon the severity of the findings. If the harasser is not a county employee, he may be subject to administrative or legal action.
- (g) The human resources/civil service personnel/civil-service department director shall ensure that the elected official/department head is immediately made aware of all complaints when an investigation is elevated to formal action. The human resources/civil service personnel/civil-service department director will work with the elected official/department head in the investigation and resolution of the charge.
- (h) The human resources/civil service personnel/civil-service department director shall ensure that all relevant parties are briefed regarding the findings of the investigation.
- (i) The human resources/civil service personnel/civil-service department director shall maintain a copy of the harassment incident report, any documentation, statements, and other information relevant to the complaint, investigation and resolution in a confidential file.

(Admin. Policy Manual, § C(8.33--8.41))

Secs. 86-789--86-810. Reserved.