



Legislation Details (With Text)

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**In control:** City Clerk

**On agenda:** 4/22/2019

**Final Action:**    **Ord. No.**

**Title:** A RESOLUTION supporting a safe and responsive workplace in The City of Seattle’s Legislative Department and providing guidance to update Legislative Department Policies, including POL-LD-100 on Workplace Expectations.

**Sponsors:** Teresa Mosqueda

**Indexes:**

**Attachments:** 1. Att 1 - Legislative Department Policy POL-LD-100 - Workplace Expectations, 2. Summary and Fiscal Note, 3. Signed Resolution 31879, 4. Affidavit of Publication

Date	Ver.	Action By	Action	Result
4/22/2019	1	City Clerk	attested by City Clerk	
4/22/2019	1	City Council	adopted	Pass
4/18/2019	1	Housing, Health, Energy, and Workers’ Rights Committee	adopt	Pass
4/15/2019	1	City Council	referred	
4/11/2019	1	Council President's Office	sent for review	
4/9/2019	1	City Clerk	sent for review	

**CITY OF SEATTLE**

**RESOLUTION \_\_\_\_\_**

A RESOLUTION supporting a safe and responsive workplace in The City of Seattle’s Legislative Department and providing guidance to update Legislative Department Policies, including POL-LD-100 on Workplace Expectations.

WHEREAS, the City Council is committed to a legislative workplace environment that is safe, respectful, and free from unsolicited, unwelcome, and inappropriate comments, conduct, or physical contact; and

WHEREAS, discrimination and harassing behaviors disrupt the workplace, are often unlawful, create a culture of fear and intimidation that can result in serious physical and psychological health problems, and detract from the effectiveness of City staff and officials in conducting important work on behalf of Seattle residents; and

WHEREAS, a City-wide Inter-Departmental Team was created in 2018 to address issues of harassment and intimidation, and the Team quickly and inclusively issued recommendations in July 2018; and

WHEREAS, House Concurrent Resolution 4401, adopting a Code of Conduct for the Washington State Legislature, was signed into law in February 2019 to address respectful workplace issues; and

WHEREAS, the City's Legislative Department seeks to be a leader in best practices and inclusive policy-making for its constituents and its staff; and

WHEREAS, the City Council finds effective policy and procedures, coupled with training on respectful workplace behavior, will assist in preventing harassment and supporting individuals who are being harassed to come forward to have their concerns addressed quickly, effectively, confidentially, and respectfully; and

WHEREAS, Legislative Department Policy POL-LD-100 describes the Legislative Department's general expectations pertaining to workplace behavior; NOW, THEREFORE,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEATTLE THAT:**

Section 1. The City Council expects that, as stewards of the public trust, each member of the Legislative Department (including employees and elected and appointed officials) and its contractors will:

- A. Conduct themselves with self-awareness, self-respect, and professionalism;
- B. Treat all others with respect, dignity, and civility, regardless of status or position; and
- C. Refrain from engaging in hostile, intimidating, offensive, or unlawful activities or behaviors that may amount to discrimination, harassment, sexual harassment, or bullying.

Section 2. In interactions with Council constituents, members of the Legislative Department should be treated with respect and should not be subjected to inappropriate or offensive language. The Council is also committed to protecting Legislative Department employees from unlawful harassment by members of the public.

Section 3. The City Council creates an internal department working group (hereafter "working group")

to review by September 1, 2019, and as needed thereafter, Legislative Department Policy POL-LD-100 - Workplace Expectations included as Attachment 1 to this resolution, and any related Department Policies with respect to: (a) the conduct and treatment of its employees, temporary workers, volunteers, and interns, as well as elected officials and members of City-appointed boards, commissions, committees, public development authorities, and review panels and its contractors, (b) definitions of unacceptable behaviors, including guidelines for constituent interactions; and (c) applicable complaint/investigation processes and enforcement mechanisms.

A. The working group shall be comprised of the Human Resources/Finance Division director, the Central Staff deputy director, the City Clerk or designee, the Director of Communication or designee, a representative from the Council President's office, and three non-managerial staff from the Legislative Department appointed by the Council President. The City Auditor, Hearing Examiner, and the Deputy Inspector General or their designees shall be invited as optional members of the working group. The City Attorney's Office shall also be invited to participate in the working group, as well as review the updated Department policies.

B. The Legislative Department's Race and Social Justice Initiative (RSJI) Change Team shall be invited to review and comment on any proposed changes to the Department Policies prior to transmittal to the working group.

C. The working group shall be facilitated by a neutral third party, who shall guide the working group's review of Legislative Department Policy POL-LD-100 - Workplace Expectations and any related Department policies, facilitate discussion of potential policy changes, and facilitate feedback from the RSJI Change Team and the working group on updated draft policies as prepared by the Legislative Department's Human Resources/Finance Division director.

Adopted by the City Council the \_\_\_\_\_ day of \_\_\_\_\_, 2019, and signed by  
me in open session in authentication of its adoption this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
President \_\_\_\_\_ of the City Council

Filed by me this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Monica Martinez Simmons, City Clerk

(Seal)

**Attachments:**

Attachment 1 - Legislative Department Policy POL-LD-100 - Workplace Expectations