

**11329. RESOLUTION 17-58 – AUTHORIZING AN AMENDMENT TO THE AUTHORITY’S PERSONNEL MANUAL – EQUAL EMPLOYMENT OPPORTUNITY/ANTI-HARASSMENT POLICY**

WHEREAS, the Delaware River and Bay Authority (the “Authority”) is committed to excellence in public employment; and

WHEREAS, the Authority is committed to recruiting, employing and retaining high quality individuals, possessing required knowledge, skills, and abilities for their respective job duties; and

WHEREAS, the Authority has adopted a Personnel Manual providing general descriptions and guidelines concerning the Authority’s personnel policies and practices; and

WHEREAS, the Authority reviews and amends the Personnel Manual from time to time; and

WHEREAS, the Authority last amended its Equal Employment Opportunity and Anti-Harassment Policy in 2007; and

WHEREAS, the Authority has determined that it is in the Authority’s best interest to amend its Personnel Manual by replacing in its entirety the Equal Employment Opportunity and Anti-Harassment Policy found in Section III; and

WHEREAS, the Authority’s Personnel Committee has reviewed the proposed amendment and recommends its consideration to the Board.

NOW, THEREFORE, BE IT RESOLVED, that the Equal Employment Opportunity and Anti-Harassment Policy authorized by Resolution 07-11 is hereby rescinded; and

NOW, THEREFORE BE IT FURTHER RESOLVED that the Authority’s Equal Employment Opportunity and Anti-Harassment Policy contained in Section III of the Personnel Manual is hereby amended by deleting this section and replacing it in its entirety with the policy attached hereto.

A motion to approve Resolution 17-58 was made by Commissioner Smith, seconded by Commissioner Ratchford, and approved by a roll call vote of 10-0.

## Resolution 17-58 Executive Summary Sheet

<b>Resolution:</b>	AUTHORIZING AN AMENDMENT TO THE AUTHORITY'S PERSONNEL MANUAL – EQUAL EMPLOYMENT OPPORTUNITY/ANTI-HARASSMENT POLICY
<b>Committee:</b>	Personnel Committee
<b>Committee Date:</b>	November 21, 2017
<b>Board Date:</b>	November 21, 2017
<b>Purpose of</b>	To update and amend the Equal Employment Opportunity and Anti-Harassment Policy contained in Section III of the Personnel Manual.
<b>Background for</b>	The Authority's Personnel Manual has been in existence since 1965; this manual was last revised in its entirety in March 2000.

The Personnel Manual provides general descriptions and guidelines concerning the Authority's personnel policies and practices. The provisions in the Personnel Manual are subject to change by the Authority at any time.

Resolution 07-11 amended the Authority's Equal Employment Opportunity and Anti-Harassment Policy contained in Section III of the Personnel Manual.

The previous version of the policy permitted multiple points of intake for any complaints under this policy. The policy has been amended to create a centralized point of intake for all complaints under this policy, including an alternate reporting method for cases with a conflict. The policy makes clear that supervisors shall refer all complaints made to them through the new reporting process. The Authority has engaged the services of a complaint hotline provider to assist in this endeavor. The hotline will accept calls via an 800 number or through a web-based complaint form.

The policy has been amended to clarify that the Authority may use outside, independent investigators in appropriate cases, including those involving executive staff.

Finally, the policy has been revised to include updated examples of prohibited behavior.