



LAKE COUNTY FOREST PRESERVES
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Preservation, Restoration, Education and Recreation

DATE: February 6, 2020

MEMO TO: Terry Wilke, Chair
Finance Committee

FROM: Mary E. Kann
Director of Administration

RECOMMENDATION: Recommend approval of an Ordinance amending Personnel Policy 8.7 – Harassment.

STRATEGIC DIRECTION SUPPORTED: Leadership

FINANCIAL DATA: There is no financial impact.

BACKGROUND: In 2019, the Illinois General Assembly approved the Workplace Transparency Act (the “Act”), the purpose of which includes “ensuring all workplaces are free of unlawful discrimination and harassment.” In furtherance of that purpose, the Act amended a number of statutes in Illinois, including the Illinois Human Rights Act and the State Officials and Employees Ethics Act.

Specifically, the Act amended the Illinois Human Rights Act to (i) broaden unlawful discrimination to cover, in addition to individuals who have suffered discrimination or harassment based on an actual protected characteristic, individuals discriminated against or harassed based on perceived protected characteristics and (ii) expand protection against unlawful discrimination to contractors and consultants, not just employees.

The Act’s amendments to the State Officials and Employees Ethics Act (i) require that all District employees partake in sexual harassment prevention training and (ii) impose certain rights and obligations regarding sexual harassment by or against Commissioners. Staff recommends adding the training requirement to Policy 8.7 and deleting the provisions in Policy 8.7 that related to Commissioners and, by a separate ordinance that will also be presented to Committee this month, adding the sexual harassment provisions relating to Commissioners to the District’s Ethics Ordinance.

District staff recommends amending the District’s Harassment Policy (8.7) to incorporate the changes summarized above.

REVIEW BY OTHERS: Chief Operations Officer, Director of Finance, Manager of Human Resources & Risk, Corporate Counsel.

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

**BOARD OF COMMISSIONERS
LAKE COUNTY FOREST PRESERVE DISTRICT
REGULAR FEBRUARY MEETING
FEBRUARY 11, 2020**

MISTER PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:

Your **FINANCE COMMITTEE** presents herewith “An Ordinance Amending Personnel Policy 8.7 – Harassment” and requests its approval.

FINANCE COMMITTEE:

Date: _____ Roll Call Vote: Ayes:____ Nays:____
 Voice Vote Majority Ayes: Nays:____

**LAKE COUNTY FOREST PRESERVE DISTRICT
LAKE COUNTY, ILLINOIS**

AN ORDINANCE AMENDING PERSONNEL POLICY 8.7 – HARASSMENT

WHEREAS, on August 15, 1980, the Lake County Forest Preserve District (the “District”) passed and approved certain Personnel Policies (“Policies”) and Procedures, which have been amended from time to time; and

WHEREAS, it is in the best interest of the District to amend Policy 8.7 with respect to Harassment; and

WHEREAS, such amendment to Policy 8.7 shall be in the form of Exhibit A attached to this Ordinance and incorporated herein by this reference (the “Amendment”);

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois, **THAT**:

Section 1: Recitals. The recitals set forth above are incorporated as a part of this Ordinance by this reference.

Section 2: Approval of Amendment. The Amendment is hereby approved. The Executive Director is hereby authorized and directed to amend the Policy in accordance with the Amendment.

Section 3: Effective Date. This Ordinance shall be in full force and effect on and after its approval in the manner required by law.

PASSED this ____ day of _____, 2020.

AYES:

NAYS:

APPROVED this ____ day of _____, 2020.

Angelo D. Kyle, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Secretary
Lake County Forest Preserve District

Exhibit No. _____



8.7 Harassment

Effective Date: April 15, 1983

Revision Date: June 19, 1987, April 21, 1995, May 19, 2000, June 21, 2002, October 14, 2005, April 9, 2013, December 7, 2017, March 8, 2018, January 10, 2019, February 11, 2020

Policy

The District is committed to providing a work environment that is free of harassment based on an individual's actual or perceived sex, race, color, age, disability or handicap, religion, ethnicity, marital status, sexual orientation, or order of protection. Such harassment is unlawful, is hereby prohibited, and will not be tolerated. This policy applies to any harassment of any District employee at work or that relates to such employee's employment, duties, or other terms or conditions of employment. This policy also prohibits any District employee from harassing any District contractor or consultant. It is the responsibility of each employee ~~and Board member~~ to refrain from harassment and to report any harassment and it is the right of each employee ~~and Board member~~ to work in an environment free from harassment.

Harassment of employees or contractors, whether sexual or otherwise, is strictly forbidden and is considered discrimination under Title VII of the U.S. Civil Rights Act of 1964 and other anti-discrimination laws, including state and local laws. The District has developed this specific policy against harassment.

Harassment can be subtle or overt. The best guard against harassment, whether intentional or not, is to treat all persons in a professional manner without regard to their actual or perceived sex, religion, ethnicity, race or the other protected classifications. This is what the District expects from all of its employees.

Each employee shall complete annual sexual harassment prevention training provided by the District.