2017-01

POLICY REGARDING CERTAIN COMPLAINTS

The Franklin Township Fire District #3 desires to have an efficient and effective administration of its human resources functions. The purpose of this policy is to specify some of the circumstances when Labor Counsel shall be utilized to provide legal advice to the Fire Commission regarding the performance of certain human resources functions.

1. All human resources functions shall be performed by the Confidential Secretary except those functions specifically delegated to another position by the Fire Commission. The Commission may retain exclusive power regarding some or all human resource functions and administration. The Fire Commission may delegate human resources functions to employees either orally or in writing.

2. Labor Counsel shall be utilized to provide legal advice pertaining to the following functions:

    a. Harassment and Discrimination Complaints. All complaints alleging harassment and/or discrimination shall be immediately forwarded to Labor Counsel. Labor Counsel shall be responsible for analyzing said complaints, providing legal advice directly to the Commissioners regarding the handling of the complaints and, if appropriate, assisting in the conduct of investigations into the complaints.

    b. Workplace Bullying Complaints. All complaints alleging workplace bullying shall be immediately forwarded to Labor Counsel. Labor Counsel shall be responsible for analyzing said complaints, providing legal advice directly to the Commissioners regarding the handling of the complaints and, if appropriate, assisting in the conduct of investigations into the complaints.

    c. Other Workplace Misconduct. All complaints alleging other forms of workplace misconduct shall be immediately forwarded to Labor Counsel. Labor Counsel shall be responsible for analyzing said complaints, providing legal advice directly to the Commissioners regarding the handling of the complaints and, if appropriate, assisting in the conduct of investigations into the complaints.

3. Labor Counsel shall establish a dedicated fax number and email address for the sole purpose of receiving the complaints described in Paragraph 2. The dedicated fax number and email address shall be published in conspicuous places at the Fire District and made available to employees upon request.

4. All complaints alleged must be in writing, either electronic or facsimile transmission and include the complainant's name and contact information, and if appropriate, the names of all witnesses to the incident(s) which give rise to the complaint. Labor Counsel shall not act on anonymous complaints.

5. Under no circumstances shall Labor Counsel act in a managerial capacity and/or have the authority to make any decisions on behalf of the Fire Commission. The role of Labor

Counsel is to receive and analyze complaints on behalf of the Fire District, to provide legal advice regarding the handling of said complaints, and to assist in the conduct of investigations.

6. All complaints other than those specified in Paragraph 2 and benefit questions shall be routed to the Commissioners for appropriate action and response.