

OFFICE OF
LABOR RELATIONS

CITY OF SACRAMENTO
CALIFORNIA

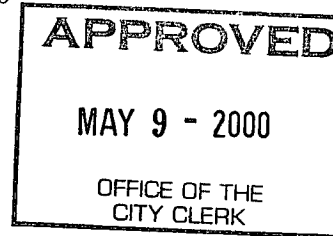
May 9, 2000

921 10TH STREET
ROOM 601
SACRAMENTO, CA
95814-2711

PH 916-264-5424
FAX 916-264-8110

City Council
Sacramento, California

Honorable Members in Session:



SUBJECT: City of Sacramento Domestic Violence Awareness and Education Program

LOCATION AND COUNCIL DISTRICT:

Citywide

STAFF RECOMMENDATION:

It is recommended that the City Council approve the continuing planning, development, and implementation of a City-wide Domestic Violence Awareness and Education Program benefitting City employees and their families. As one of the largest employers in the Sacramento Metropolitan area, the City has an opportunity to provide Domestic Violence training and education to its work force in partnership with representatives of the Women Escaping a Violent Environment (WEAVE) organization.

CONTACT PERSON:

John Green, Labor Relations Officer, 264-5424

FOR COUNCIL MEETING OF:

May 9, 2000 (Evening)

SUMMARY:

Council members requested reports back from staff regarding the establishment of a partnership with WEAVE to address domestic violence, developing an education and awareness program for City employees, and benefitting from WEAVE's experience in dealing with associated law enforcement issues. A committee comprised of City department representatives was established and has developed two approaches to addressing domestic violence: 1) Writing a City Policy Against Domestic Violence that communicates the potential for disciplinary action if a City employee commits an act of domestic violence reasonably related to employment, and offers counseling referral; and 2) developing a City-wide education and awareness program in partnership with WEAVE focusing on the domestic violence problem.

COMMITTEE/COMMISSION ACTION:

Not applicable.

BACKGROUND INFORMATION:

On September 14, 1999, City staff attended a conference focusing on the need to increase the awareness of employees regarding domestic violence and the adverse effects this societal problem has on families, the community, and employers. Staff began working on a proposed City Policy Against Domestic Violence and formed a committee of City department representatives and public information officers to develop and implement a City-wide education and awareness program for City employees. Following are highlights of the City's Domestic Violence Program:

1. The proposed City Policy Against Domestic Violence prescribes administrative disciplinary action in the event that a City employee commits an act of domestic violence when such off-duty conduct bears a reasonable relationship to employment, up to and including termination, pursuant to Rule 12.2 (w) of the Rules and Regulations of the Civil Service Board. Referrals for counseling and anger control education are also provided. (Upon approval by the City Manager, the Policy will be coordinated with all Labor unions and ultimately distributed to all City employees.)
2. The City-wide committee's focus has been on the development and implementation of a domestic violence awareness, education and training program. WEAVE is a partner in this effort and is providing the committee advice, guidance and resources for use in conducting the program. The program is targeted for implementation in June 2000 and will consist of the following components:
 - A. A comprehensive information kit produced and provided by WEAVE - entitled "Break the Silence on Domestic Violence" - will be distributed to all City

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Not applicable.

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 - A. A comprehensive information kit produced and provided by WEAVE - entitled "Break the Silence on Domestic Violence" - will be distributed to all City

employees. A cover letter from the City Manager setting forth the City's commitment to domestic violence education, awareness, and referral assistance will accompany the kit, along with an informational flyer providing contact information for employees in need of assistance.

- B. A one hour domestic violence awareness class will be made available for City employees. The class is modeled on WEAVE's extensive experience in providing education and training to employers and employees.
- C. An additional hour of training will be provided to managers and supervisors and will be mandatory. Several classes addressing statutory subjects, such as Sexual Harassment, Americans with Disabilities Act, Equal Employment Opportunity, in addition to domestic violence, will be required training for all managers and supervisors. The domestic violence class will focus on recognizing the warning signs of a domestic violence problem, and supervisory responses to incidents involving City employees. The class will also reacquaint managers and supervisors with the Management Assessment Intervention Team (MAIT) process that is instituted in response to violence, or threats of violence at the workplace.
- D. New employee orientations will be used to familiarize new employees with the City's domestic violence policy, provide summary information about the City's commitment to education and awareness, as well as referral assistance information.
- E. The campaign will culminate in an October 2000 event coinciding with National Domestic Violence Awareness Month, highlighting the City's effort as a municipal employer to provide education, awareness, training.

FINANCIAL CONSIDERATIONS:

Direct costs for the campaign are minimal and will be absorbed within the existing FY00/01 budget.

ENVIRONMENTAL CONSIDERATIONS:

None

POLICY CONSIDERATIONS:

The City Policy Against Domestic Violence sets forth the City's commitment to provide for its

work force an increase in awareness and education about the problems of domestic violence, providing counseling referral assistance to City employees who believe themselves to be domestic violence victims, and is consistent with the City goal of providing a safe workplace.

ESBD CONSIDERATIONS:

Not applicable.

RECOMMENDATION APPROVED:



ROBERT P. THOMAS
City Manager

Respectfully submitted,



Dee Contreras
Director of Labor Relations

Attachment



11.1

COUNCIL AGENDA MATERIAL
MTG. DATE 5-9-00 ITEM NO 11.1
FROM: CITY CLERK'S OFFICE

OFFICE OF THE
CITY MANAGER

CITY OF SACRAMENTO
CALIFORNIA

CITY HALL
ROOM 101
915 I STREET
SACRAMENTO, CA
95814-2684

May 9, 2000

PH 916-264-5704
FAX 916-264-7618
TDD (ONLY) 916-264-7227

MEMORANDUM

TO: Department Heads and Division Managers

RE: City Policy Against Domestic Violence

This is to affirm that the City of Sacramento recognizes the destructive effects that domestic violence has on individuals and on the workplace. Domestic violence means intentionally or recklessly causing or attempting to cause bodily injury or placing any family member, domestic partner or cohabitant in reasonable fear of receiving serious bodily injury. Also, a City employee may be the victim of domestic violence and in need of assistance.

The City encourages all employees who believe they are victims of actual or threatened domestic violence to contact the appropriate law enforcement agency, Labor Relations Officer, the Women Escaping a Violent Environment (WEAVE) organization, any other domestic violence counseling service or agency, or the confidential Employee Assistance Program (EAP) for information and referral to available resources. The City continues its commitment to taking reasonable and prudent steps necessary to provide for a safe workplace, offer community resource agency and counseling referrals, and accommodate work schedule modifications where possible and practicable and where it is determined that such actions may assist in mitigating the effects of the actual violent or threatened activity.

Any employee who needs help in controlling anger or emotions, whether on or off the job, is encouraged to contact the confidential EAP, WEAVE, or any other domestic violence counseling service or agency for information and referral to available resources.

It is a violation of state law to commit acts of domestic violence. City employees are prohibited from committing or threatening to commit acts of domestic violence whether on or off the job. Any employee of the City of Sacramento who, in violation of this policy, commits any act of domestic violence or makes a threat to do so may be subject to disciplinary action, up to and including termination where the act or threat is found to be work-related, pursuant to Rule 12.2 (w) of the Rules and Regulations of the Civil Service Board which is quoted in pertinent part as follows:



City Policy Against Domestic Violence

May 9, 2000

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“Causes for Disciplinary Action. Any City employee may be disciplined for just cause, including but not limited to the following forms of conduct if found to exist: (w) Any conduct rationally related to employment which impairs, disrupts, or causes discredit to the employee’s employment or the public service.”

City employees and their families have the right to be free of domestic violence. To that end, the City of Sacramento is committed to fully implementing this policy against domestic violence.

If you have any questions regarding this policy, please feel free to contact your department Labor Relations Officer at 264-5424.



Robert P. Thomas
City Manager



11.1

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CITY MANAGER

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A handwritten signature in cursive script, appearing to read 'Robert P. Thomas'.

Robert P. Thomas

City Manager