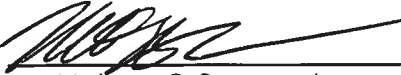
 <p>City of Berkley, Michigan ADMINISTRATIVE DIRECTIVE</p>	Directive #: 2017 - 03	Effective Date: June 23, 2017	Page 1 of 3
	Supersedes: Fraternization Directive 2015-02 dated 2/25/15		
Approved by:  Mathew C. Baumgarten City Manager	Title: FRATERNIZATION		

OVERVIEW:

The City of Berkley seeks to avoid misunderstandings, complaints of favoritism, possible claims of sexual harassment and reduced employee morale and dissention that can result from certain personal relationships between employees. Accordingly, employees are strongly discouraged from fraternizing or becoming romantically involved with each other when their personal relationship:

- Creates an actual conflict of interest
- Causes disruption in the workplace
- Creates a negative, unprofessional or hostile work environment
- Results in problems related to effective supervision, work performance, department efficiency, negative attitudes, employee safety, low morale or causes other work related concerns.

GUIDELINES:

All supervisory employees are prohibited from becoming romantically involved with their subordinate employees. Employees who become concerned about a romantic situation involving another City of Berkley employee should immediately contact the City Manager's Office to discuss the concerns.

This directive is not intended to prevent employees from engaging in discussions regarding wages, hours or working conditions with other employees or engaging in work related or non-work related social activities. However, the City of Berkley maintains a strict policy against unlawful harassment of any kind, including sexual harassment.

DEFINITIONS:

1. **Conflict of interest** - a situation in which an individual's decisions or actions are influenced by one's personal interests.
2. **Disruption** – to interrupt or impede the progress, harmony or operations in the workplace
3. **Hostile work environment** - conduct or behavior in the workplace that is unwelcomed and offensive to an employee or group of employees
4. **Harassment** - continued unwanted and annoying actions of one party or a group, including threats and demands.

Title:

FRATERNIZATION**RESPONSIBILITY:**

- A.** All employees involved must immediately and fully disclose, in writing, the relevant circumstances of romantic relationships involving a supervisor and subordinate to the City Manager so that a determination can be made as to whether the relationship is in violation of this directive. If an actual, perceived or potential conflict exists, the City Manager will take whatever action deemed appropriate according to the circumstances, up to and including transfer or discharge. Failure to disclose material facts may lead to disciplinary action, up to and including termination.
- B.** Department leaders (Directors, Managers and Supervisors) are responsible for:
- I. Informing department employees of the requirements described in this directive.
 - II. Taking appropriate corrective actions as soon as incidences of fraternization are discovered.
 - III. Reporting incidences of fraternization involving department supervisors (including the Director) and their subordinate employees to the City Manager.
 - IV. Cooperating with the investigation / fact-finding process.
 - V. Working with the involved employees to ensure that operations and the quality of work performance is not inhibited or hindered during an investigation.
- C.** The City Manager is responsible for initiating investigations of reported fraternization and implementing appropriate corrective actions.
- I. The City Manager will maintain a copy of resulting investigative reports for at least three years. Copies will be placed in the involved employees personnel file.
 - II. Based on investigation findings, corrective actions may include (but is not limited to) any of the following:
 - Job reassignment
 - Demotion
 - Suspension without pay
 - Termination from employment

Contact the City Manager's Office if there are questions or concerns regarding this directive.

NOTE: The City of Berkley has a zero tolerance policy for incidences of harassment of any kind, workplace violence and other negative impacts associated with violations of this directive. All such reports will be investigated and, when warranted, prosecuted to the fullest extent of the law.