

CITY OF COOPER CITY
HUMAN RESOURCES DEPARTMENT



FRATERNIZATION POLICY
POLICY #02-019

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL		
This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this operating procedure.		
Revision	Date	Description of Change
1		Initial Release

APPROVALS

Human Resources Director

Date

City Commission

Date



City of Cooper City City Policies and Procedures

SUBJECT	Fraternization Policy
POLICY #	02-019
City Commission Approval	

Policy:

The City of Cooper City prohibits romantic or sexual involvement between employees in a direct or indirect supervisory relationship. While we have no interest in interfering with employees' personal lives or their conduct away from the workplace, such behavior can have a negative impact on the work environment.

Accordingly, the City of Cooper City requires that employees inform Human Resources if they become involved in a personal, non-platonic relationship. Additionally, the City of Cooper City policy prohibits employees in positions whereby an employee has supervisory authority over another with whom he or she is engaged in a personal relationship, works in the same department, or on the same shift together.

Violation of this policy, or failure to notify Human Resources immediately of any circumstances in which employees may violate this policy, may result in disciplinary action, including dismissal of employment. If the City of Cooper City, in its sole discretion, believes that personal relationships between employees affect its business or may represent a potential conflict of interest, it will resolve the situation as it deems necessary, including but not limited to reassignment, transfer, or dismissal of employment of either or both employees in question.

The organization strongly believes that an environment where employees maintain clear boundaries between personal and business interactions is most effective for conducting business. Although this policy does not prevent the development of friendships or romantic relationships between coworkers, it establishes clear boundaries regarding how relationships will progress during working hours and within the working environment. Under this policy, individuals in supervisory relationships or other influential roles are subject to more stringent requirements due to their status as role models, access to sensitive information, and ability to influence others.

Scope:

This operating procedure applies to all employees of the City of Cooper City (City) in the Regular Service (regardless of probationary or other status), as well as all Executive, Part-Time, Temporary, Seasonal employees, and volunteers.

Procedure:

- a. During working time and in working areas, employees are expected to keep personal exchanges limited so that others are not distracted or offended by such exchanges, and productivity is maintained.
- b. During non-working time, such as lunches, breaks, and before and after work periods, employees are not precluded from having appropriate personal conversations in non-work areas as long as their

conversations and behaviors could in no way be perceived as offensive or uncomfortable to a reasonable person.

- c. Employees are strictly prohibited from engaging in physical contact that would be deemed inappropriate by a reasonable person anywhere on company premises, whether during working hours or not.
- d. Employees who allow personal relationships with coworkers to affect the working environment will be subject to the appropriate provisions of the company disciplinary policy, which may include counseling for minor problems. Failure to change behavior and maintain expected work responsibilities is a serious disciplinary matter.
- e. Employee off-duty conduct is generally considered private as long as such conduct does not create problems within the workplace. However, an exception to this principle is romantic or sexual relationships between supervisors and subordinates.
- f. Supervisors, managers, directors, executives, or anyone else in sensitive or influential positions must disclose any relationship with another coworker that has progressed beyond a platonic friendship. Disclosure shall be immediately made to Human Resources. This disclosure will enable the organization to determine whether any conflict of interest exists because of the relative positions of the individuals involved. Any waiver of a conflict of interest for a commission-approved employee must be disclosed to the commission at the time of appointment. If the potential conflict occurs subsequent to the appointment, the commission must approve a waiver within 30 days of occurrence.
- g. Where problems or potential risks are identified, the organization will work with the parties involved to consider options for resolving the conflict. The initial solution will be to ensure that the parties involved no longer work together where one can influence or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions, financial transactions, etc., may require reallocation of duties to avoid any actual or perceived reward or disadvantage.
- h. In some cases, more extreme measures, such as transfer to other positions or departments may be necessary. Consideration for the individual to be transferred shall be based upon operational necessity, seniority with the City, or other mutual agreement between both employees.
- i. Refusal of reasonable alternative positions, if available, will be deemed a voluntary resignation.
- j. Continued failure to work with the organization to resolve such a situation in a mutually agreeable fashion may ultimately be deemed insubordination and serve as cause for immediate dismissal. However, the organization's disciplinary policy will be consulted to ensure consistency before any such extreme measures are undertaken.
- k. The provisions of this policy apply regardless of the sexual orientation of the parties involved.
- l. This policy in no way alters, supersedes, or repeals the City's Equal Employment Opportunities Policy or any other policy in the employee manual. Any behavior that constitutes sexual harassment is illegal and against City Policy. Any questions, concerns, or issues regarding possible sexual harassment should be referred immediately to the City's Equal Employment Opportunities Officer.

The City encourages open discussion of these issues. It does not condone retaliatory action against employees who report actions that may violate this or any other City policy.