

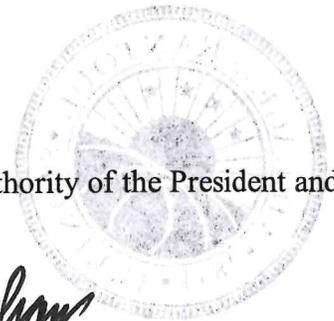
**ORDINANCE NO. 2638**

**AN ORDINANCE  
SUPPLEMENTING AND AMENDING  
SECTION 24-146 OF THE VILLAGE OF RANTOUL CODE**

**VILLAGE OF RANTOUL  
CHAMPAIGN COUNTY, ILLINOIS**

**CERTIFICATE OF PUBLICATION**

Published in pamphlet form this 14th day of January, 2020, by authority of the President and Board of Trustees of the Village of Rantoul, Champaign County, Illinois.



*Alisa Graham*

\_\_\_\_\_  
Village Clerk

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SUPPLEMENTING AND AMENDING  
SECTION 24-146 OF THE VILLAGE OF RANTOUL CODE

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF RANTOUL, CHAMPAIGN COUNTY, ILLINOIS, as follows:

**Section 1. Adoption.** Section 24-146, entitled, "Harassment", of Chapter 24, entitled "PERSONNEL", of the Village of Rantoul Code, as supplemented and amended, be and the same are hereby further supplemented and amended as set forth in the title, headings, and text thereof as attached hereto and hereby incorporated herein by this reference hereto.

**Section 2. Effective Date.** The provisions of this Ordinance shall become effective immediately following its passage, approval, and publication as required by law.

**Section 3. Conflict.** All other ordinances or parts of ordinances which are in conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby superseded.

**Section 4. Publication.** The Village Clerk is hereby authorized and directed to cause this Ordinance to be published in pamphlet form.

This Ordinance is hereby passed, the "ayes" and "nays" being called, by the concurrence of a majority of the members of the Corporate Authorities then holding office at a regular meeting on the date set forth below.

PASSED this 14th day of January, 2020.

  
\_\_\_\_\_  
Village Clerk

APPROVED this 14th day of January, 2020.

  
\_\_\_\_\_  
Village President



Sec. 24-146. - Harassment.

- (a) *Policy.* It is the policy of the village to maintain a work environment that is free from all forms of harassment, including conduct that creates a hostile, intimidating or offensive work environment. This policy is a zero tolerance policy that applies to any employee, elected official, applicant for employment, contractor or visitor. This policy is intended to prohibit any unwelcome conduct or inappropriate behavior, whether verbal, physical or visual, having content based upon a person's protected status, including race, age, sex, color, national origin, religious affiliation, physical or mental disability, marital status, military status, sexual orientation or any other legally protected status as defined by applicable law.
- (b) *Prohibited conduct.*
- (1) This policy prohibits any employee, elected official, applicant for employment, contractor or visitor from engaging in any harassment in violation of this policy that has the purpose or effect of affecting tangible job benefits, interfering unreasonably with any person's work performance or creating an intimidating, hostile or offensive work environment. For the purposes of this policy, harassment includes any unwelcome conduct or inappropriate behavior, whether verbal, physical or visual, having content based upon a person's protected status, including race, age, sex, color, national origin, religious affiliation, physical or mental disability or any other legally protected status.
  - (2) This policy also expressly prohibits any employee, elected official, applicant for employment, contractor or visitor covered by this article from engaging in sexual harassment, whether directed towards a person of the opposite or same sex, and may include any unwelcome sexual advances, requests for sexual favors, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," jokes or any other verbal, physical or visual conduct of a sexual nature or other inappropriate behavior having sexual content that has the purpose or effect of creating a hostile, intimidating or offensive work environment.
  - (3) All department heads, immediate supervisors and other management personnel of the village and all elected officials are responsible for maintaining a work environment free from harassment and intimidation, including words, conduct or visual displays that create a hostile, intimidating or offensive work environment in accordance with this policy. Any such verbal, physical or visual conduct or inappropriate behavior by any employee, elected official, applicant for employment, contractor or visitor, if directed at any person, will also not be tolerated under this policy and must be prevented or stopped by any supervisor or any other management personnel of the village and any elected official.
- (c) *Reporting required.*
- (1) Any person who believes that he has been subject to harassment in violation of this policy should report the incident as soon as possible to any one or more of the following:

- a. Village president.
  - b. Administrative officer.
  - c. Human resources manager.
  - d. His department head.
  - e. His immediate supervisor.
  - f. Village attorney.
- (2) If any such person believes that any of the individuals listed above is responsible for the harassment in violation of this policy, then any such individual is not the appropriate individual to whom any such report should be addressed.
- (3) Alleged harassment by an elected official against another elected official shall be reported to the Village President immediately. If the Village President is the reporting person or is implicated by the allegation, the report can be made to the Village Clerk. Any report under this section must be referred to the Village Attorney, who then must appoint a qualified independent attorney or consultant to review and investigate the allegations. Once the investigation is complete, all information shall be returned to the Village President, or if the Village President is the reporting person or is implicated by the allegation, all information shall be returned to the Village Clerk.
- (4) No department head, immediate supervisor or any other management personnel of the village and no elected official has the authority to condition any tangible job benefit on any person's acquiescence in any conduct of a sexual nature in violation of this policy, and any person receiving any threats to do so should report the incident as soon as possible to any one of the individuals listed above. In addition, if any person believes that he has been deprived of any tangible job benefit (such as any significant change in employment status including, but not limited to, discharge, termination, suspension, demotion, undesirable reassignment, unfavorable evaluation or any loss of compensation or other benefits) because any such person refused to cooperate with any unwelcome sexual advances, requests for sexual favors or other conduct of a sexual nature, such person should report the matter as soon as possible to any one of the individuals listed above.
- (5) Any department head, immediate supervisor or other management personnel of the village and any elected official must report any incident that he may observe or otherwise discover that may constitute a violation of this policy to the highest ranking individual listed above who is not responsible for such harassment.
- (6) The village will investigate all such reports of violations of this policy thoroughly and promptly. To the extent practicable and the needs of the investigation permit, the village will keep all such reports and the terms of their resolution confidential. If any investigation confirms that harassment has occurred in violation of this policy, corrective action, as determined to be

appropriate by the village under the circumstances, will be taken. Any employee or other person involved in any such investigation is expected to take reasonable steps to protect the privacy of those involved.

- (d) *Retaliation.* It is also a violation of this policy for any employee, elected official, applicant for employment, contractor or visitor covered by this article to retaliate in any way against any person who reports or cooperates in any investigation of an alleged violation of this policy. No department head, immediate supervisor or other management personnel of the village and no elected official has any authority to deprive any person of any tangible job benefit in retaliation for making a report or cooperating in any investigation under this policy. Any person who receives any threat of any retaliation or becomes aware of any attempt to do so should report the matter as soon as possible to any one or more of the individuals listed above.
- (e) *Penalties.* Violations of this policy by any employee covered by this article shall be grounds for corrective action, including disciplinary action, up to and including discharge or removal from office.
- (f) *Further rights with Illinois Department of Human Rights.* Any employee who believes that he has been the subject of harassment or retaliation for complaining about harassment under this policy also has a right to file a charge of civil rights violations with the Illinois Department of Human Rights, to have that charge investigated by such department and, if substantial evidence to support the charge is found to exist, to have such an opportunity as is provided by law and applicable regulations to engage in conciliation with the village and/or to have the charge heard in a public hearing before an Administrative Law Judge of the Illinois Human Rights Commission. For further information, contact the Illinois Department of Human Rights at 222 South College Street, Room 101A, Springfield, Illinois 62704, (217) 785-5100 or the Illinois Human Rights Commission at 401 South Spring Street, Room 404, Springfield, Illinois 62706, (217) 785-4350.