



City of Healdsburg Romance in the Workplace Policy

Effective Date: March 1, 2023

Approved: _____
Jeff Kay, City Manager

I. EMPLOYEE RELATIONSHIPS:

To minimize the risk of conflicts of interest and promote fairness, The City of Healdsburg (“City”) maintains the following policy with respect to romance in the workplace:

No person in a management or supervisory position shall have a romantic or dating relationship with an employee whom the management or supervisory employee directly supervises or whose terms or conditions of employment may be influenced by the management or supervisory employee (examples of terms or conditions of employment include, but are not limited to, promotion, termination, discipline, and compensation). In addition, no employees, regardless of supervision status, working in the same department shall have such a relationship.

II. PRIOR EMPLOYEE RELATIONSHIPS:

A supervisor or manager who has had a previous romantic or dating relationship with a subordinate or employee whose terms and conditions the supervisor or manager may influence will not be involved in decisions relating to that individual's promotions, raises, termination, or other terms and conditions of employment.

III. POLICY PROTOCOLS AND CONSEQUENCES:

All employees engaged in a romantic or dating relationship with another employee are required to notify Human Resources. Individuals involved in a relationship covered by this policy may be asked to sign a document acknowledging that their relationship is free from coercion and harassment. Employees in violation of this policy may be subject to disciplinary action, including and up to termination of employment.

IV. PROFESSIONALISM:

Employees are expected to always conduct themselves in a professional manner. Workplace dating or romantic relationships must not interfere with any employee's professionalism, including treating others with respect and refraining from behavior that may make others feel uncomfortable. Management personnel are expected to set a high standard of professional conduct both at work and in any social setting at any City events.

V. NOT PROHIBITED BY THIS POLICY:

This policy is not intended to restrict communications or actions protected or required by federal, state, or local law.