

**CITY of AUSTIN Administrative Bulletin**

**Title** **Retaliation**

**Administrative Bulletin Number** **07-09**

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**Revised**  Annually  As Needed

**Prepared by** Human Resources Department

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**Manager's Approval** *Toley Hammett Tuttle*



**PURPOSE**

This Administrative Bulletin clarifies the City's policy as it relates to retaliation.

**POLICY**

The City is committed to maintaining an environment in which an employee is free to raise a question or concern involving the terms and conditions of the employee's employment.

The City prohibits retaliation against an employee, who has, in good faith, filed a complaint about a law, policy, practice or procedure, or has otherwise participated in good faith in an investigation, proceeding or hearing.

In addition, the City prohibits retaliation against employees for engaging in any activity or availing themselves of any benefit authorized under the personnel policies, such as filing a workers' compensation claim, requesting family and medical leave or requesting military leave.

Any employee who engages in retaliation is subject to disciplinary action up to and including immediate termination.

**DEFINITIONS**

**Retaliation** is an action or inaction that:

- a. adversely affects the terms and conditions of employment; and
- b. is taken in response to the affected employee's good faith complaint, participation in an investigation, proceeding or hearing, or exercise of rights or assertion of benefits authorized by personnel policies.

**ROLES AND RESPONSIBILITIES**

## Reporting Retaliation

Any employee who experiences retaliation should immediately report it to any one of the following individuals:

- Supervisor
- Supervisor's supervisor
- Manager
- Assistant Department Director
- Department Director
- Departmental Human Resources Manager, or
- Director of Human Resources

An employee is not required to report a violation of this policy to any person who is committing or implicated in the retaliatory conduct.

The investigator will promptly investigate reports of retaliation, determine whether or not a violation of this policy has occurred and will recommend what, if any, corrective action should be taken.

### CORRESPONDING PROCEDURES AND POLICIES

- Personnel Policy, Discrimination, Harassment and Sexual Harassment (I.A.)
- Personnel Policy, Reporting Fraud or Other Illegal Acts (I.S.)
- Personnel Policy, Grievances (IV.C.)