

**RESOLUTION NO. 33 -2018, ENSURING NEW EMPLOYEES
HAVE ACCESS TO “KNOW YOUR RIGHTS” INFORMATION**

WHEREAS, sexual harassment and discrimination have no place in the workplace, yet these behaviors occur with disturbing regularity; and

WHEREAS, while Suffolk County tries to prevent sexual harassment and discrimination by and among its workforce, these behaviors continue to occur and are addressed through comprehensive County disciplinary policies; and

WHEREAS, presently, County employees are provided with “Know Your Rights”, a pamphlet which details the County’s policy, employee rights and procedures on reporting and addressing improper workplace behavior, at their employee orientation; and

WHEREAS, these trainings sometimes occur several weeks after the start of an individual’s employment with the County; and

WHEREAS, to ensure timely access to the critical information in the “Know Your Rights” pamphlet, the County should adopt a policy where the materials are distributed by an employee’s direct manager at the time they commence employment; now, therefore be it

1st RESOLVED, that it shall be County policy that all employees hired on or after the effective date of this resolution shall receive the “Know Your Rights” pamphlet maintained by the Department of Civil Service and Human Resources and provided by the Director of Labor Relations, from their payroll representative on the day they commence working for the County; and be it further

2nd RESOLVED, that the new employee and the payroll representative who provides the “Know Your Rights” materials to the employee shall sign a document acknowledging the provision of the materials and the date of receipt by the new employee; and be it further

3rd RESOLVED, that the Department of Civil Service and Human Resources and the Director of Labor Relations are hereby authorized, empowered and directed to work collaboratively with each County department to establish a uniform policy to deliver “Know Your Rights” materials to employees at the beginning of their employment; and be it further

4th RESOLVED, that this Legislature, being the State Environmental Quality Review Act (SEQRA) lead agency, hereby finds and determines that this resolution constitutes a Type II action pursuant to Section 617.5(c)(20), (21) and (27) of Title 6 of the NEW YORK CODE OF RULES AND REGULATIONS (6 NYCRR) and within the meaning of Section 8-0109(2) of the NEW YORK ENVIRONMENTAL CONSERVATION LAW as a promulgation of regulations, rules, policies, procedures, and legislative decisions in connection with continuing agency administration, management and information collection, and the Suffolk County Council on Environmental Quality (CEQ) is hereby directed to circulate any appropriate SEQRA notices of determination of non-applicability or non-significance in accordance with this resolution.

DATED: February 6, 2018

APPROVED BY:

/s/ Steven Bellone
County Executive of Suffolk County

Date: February 21, 2018