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VILLAGE OF CAMBRIDGE

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August 7, 2014

Memorandum to: All Personnel, employee or volunteer, of the Village of Cambridge

Subject: Sexual Harassment Policy Statement

1. Sexual harassment, whether explicit or implicit, negatively impacts our personnel and dignity as a proud, vital, and historic municipality.
2. To that end, we have completed and the Board has passed a comprehensive policy, Village of Cambridge "Sexual Harassment Policy" dated August 6, 2014. This policy is effective immediately – all personnel, as a condition of employment, are required to read and acknowledge in writing that they have received a copy and agree to comply with its stipulations.
3. There is a ZERO tolerance policy for sexual harassment in this Village. Complaints will be taken seriously, investigated impartially, and if substantiated, will result in disciplinary measures.
4. Point of contact for additional information is Lance Allen Wang, Village Clerk, at (518) 677-5076.



VALERIE A. REAGAN
Mayor

VILLAGE OF CAMBRIDGE
56 NORTH PARK STREET
CAMBRIDGE, NEW YORK 12816

August 6, 2014

SEXUAL HARASSMENT POLICY

1. Applicability: The following policy and procedures shall apply to all Village of Cambridge employees.
2. Acts constituting sexual harassment:
 - a. Pursuant to guidelines developed by the Equal Employment Opportunity Commission, "sexual harassment" shall be defined as unwelcome verbal or physical sexual advances and requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when:
 - i. Such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
 - ii. Such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - iii. Such conduct has the purpose or effect of substantially interfering with an individual's work, or creating an intimidating, hostile or offensive work environment.
 - b. Sexual harassment includes, but is not limited to, sexually suggestive gesturing; verbal harassment or abuse of a sexual nature; subtle or direct pressure for sexual involvement; unwanted references to one's physical appearance, or sexuality; comments or actions which ridicule or humiliate; physical assault; and any unnecessary touching.
3. Prohibition, disciplinary actions, and investigation of complaints:
 - a. Sexual harassment in any form is prohibited in Village of Cambridge employment. Employees who violate this prohibition shall be subject to discipline in accordance with relevant provisions of the Civil Service Law or such other personnel policies as may relate to the individual's employment. Depending upon the circumstances, disciplinary action may include termination of employment, or such other action as is deemed suitable, including requiring an employee to participate in appropriate training to instruct and sensitize the employee on issues of sexual harassment.

- b. Allegations and complaints of sexual harassment will be swiftly and thoroughly investigated by the Village to substantiate the same. Because of the sensitive nature of the issue of sexual harassment, particular efforts will be made to conduct investigations with due regard for the confidentiality of the complainant and the alleged violator. The rights of both complainant and alleged violator shall be protected. Every effort will be made to address and resolve these matters in house; however, no actions will be taken to prevent or discourage complainants from seeking assistance from outside enforcement agencies.

4. Responsibilities:

- a. The Village Clerk shall be responsible for coordinating the implementation of this policy.
- b. Department heads and supervisory staff shall be responsible for discouraging sexual harassment in any form and dealing with it quickly and decisively if it should occur.
- c. Any allegation or complaint of sexual harassment involving Village Staff will be reported immediately to the Mayor or Deputy Mayor without delay.

ADOPTED: August 6, 2014 at Village Board meeting

MOTION:	Approve Village Sexual Harassment Policy as written.				
Made by:	Trustee Richard Lederer-Barnes				
Second by:	Trustee Carman Bogle				
Vote:	VR	SR	SK	RLB	CB
	Y	Y	Y	Y	Y

EFFECTIVE: August 6, 2014