

- H. A person who is found to have committed an act of employment discrimination or harassment will be subject to disciplinary action in accordance with the provisions of a negotiated labor agreement or State law, as may be appropriate.
- I. Nothing in this policy should be construed to limit an individual's existing right to file a complaint with the New York State Division of Human Rights or the U.S. Equal Employment Opportunity Commission, or to take any legal action which he or she may deem advisable.

§ 6-5. Employment Discrimination and Harassment Complaint Procedure.

A. STEP ONE

1. An aggrieved person, hereafter referred to as the complainant, will meet with his or her department head to discuss an allegation of employment discrimination or harassment and may file a complaint of discrimination or harassment. If a complaint is filed, the department head shall send a signed complaint on a form available from the Village to the employment discrimination/harassment committee. Should an individual feel uncomfortable raising an issue of alleged employment discrimination or harassment with a department head, any other department head or a member of the employment discrimination/harassment committee may be approached. Verbal complaints may be handled informally.
2. Any written complaint must be filed by a complainant within 180 days an alleged act of employment discrimination or harassment on a form available from the Village.
3. The complainant may withdraw his or her complaint at any time by filing a notice in writing on a form available from the Village.

B. STEP TWO

1. When a written complaint is filed, the department head or committee member shall have 15 working days to try to resolve the allegation informally by 1) gathering and assessing the facts deemed necessary to resolve it; 2) meeting with the alleged abuser and the complainant separately; and 3) using whatever other methods deemed necessary or appropriate to attempt to resolve the complaint.
2. Regardless of whether the complaint is written or verbal, if a resolution is achieved by a department head, he or she will prepare a statement that the complaint has been resolved. All parties must sign the statement which shall be sent to the employment discrimination/harassment committee. The case will be considered closed.
3. If a complaint is not resolved, it will be turned over to the employment discrimination/harassment committee. The committee will investigate the complaint, call witnesses to appear before the committee, and review any other evidence the committee feels credible and probative of the allegation or allegations. Notice of the complaint must be given to the accused, who shall also be afforded an opportunity to appear before the committee, with or without counsel, if he or she so desires. The committee will have ten (10) working days to investigate the complaint and an additional ten (10) working days to render a decision.
4. Written notice of the committee's decision will be given to both the complainant and the accused.

[HISTORY: Adopted by the Board of Trustees on June 10, 2003 as Local Law 3-2003]

§ 7-1. Authority.

The Village Clerk, as custodian and in charge of the records and files of the Village, be and hereby is authorized upon receipt in advance of a fee of Five Dollars (\$5.00) to search such records and files and issue certificates attesting to the payment or lack of payment of Village taxes.

§ 7-2. Liability.

While the Village Clerk shall use due diligence in such search and preparation of such certificate, neither the Village Clerk nor the Village of Port Dickinson shall be responsible for any errors or omissions.

Chapter 8

TAX SEARCH CERTIFICATES

[HISTORY: Adopted by the Board of Trustees on February 10, 2004 as Local Law 1-2004]

§ 8-1. Authority.

This local law is enacted pursuant to the authority of section 10 of the Municipal Home Rule Law authorizing villages to adopt a local law which may amend or supercede any provision of State Law in relation to the property, affairs or government of the town unless there is a State legislative restriction on such amendment or supercession.

§ 8-2. Newsletter Distribution.

Section I826 of the Tax Law of the State of New York is hereby amended in its application to the Village of Port Dickinson, Broome County, New York, to read as follows:

Section I826. Use tax or other notices to distribute advertising and propaganda material

a and b: Remain the same

c: Notwithstanding the foregoing provisions of this section, it shall be lawful for the Board of Trustees of the Village of Port Dickinson, Broome County, New York, to designate a particular written notice relating to worthwhile items or information regarding the affairs of said Village (other than advertisements or propaganda) to be included with said tax bill or water bill, sewer rent bill or notification of a tax to be assessed or levied.

Chapter 9

FREEDOM OF INFORMATION