

MEMORANDUM

To: Subscribers to *State & Local Government Employment Law and Practices Handbook*

From: Sheshunoff Information Services

Subject: Highlights

While sexual harassment still remains an issue of great concern in the workplace, and there are numerous decisions issued every month on this topic, public employers also need to understand and take measures to prevent other types of unlawful harassment, such as harassment based on an employee's disability, age, religion, national origin, race or color. Enclosed is the current update to your *State & Local Government Employment Law and Practices Handbook*. In this update, we are replacing Chapter 2, "New Realities: The Changing Law of Sexual Harassment," with a new Chapter 2, "Harassment in the Workplace." New Chapter 2 offers the following focus:

- The legal standards for determining harassment.
- The legal standards for defenses to harassment claims.
- Measures employers may take to prevent harassment from occurring.
- Essential tools for preventing workplace harassment including:
 - A step-by-step guide to avoiding liability
 - A sample harassment policy that you can apply to your organization
 - Harassment Investigation Checklist
- Other practical tools to assist employers in creating a workplace free of harassment