Complaints regarding hostile work environment, workplace harassment, or sexual harassment shall be submitted to the City Manager. Complaints will be investigated promptly by the City Manager in an impartial and respectful manner.  If the event the City Manager has a conflict of interest or perceived conflict of interest, the City Manager shall notify the Human Resource Director or the City Staff Attorney of the complaint and either of these offices shall conduct the investigation.

When the City Manager is the person against whom the complaint is being made, the complaint shall be made to either the Human Resource Director or City Staff Attorney. The Human Resource Director or City Staff Attorney shall promptly notify the Mayor of the complaint, and the Mayor shall bring before the City Commission a request to authorize and fund outside legal counsel to conduct an investigation and to report the results in writing to the City Commission.