

AFFIRMATIVE ACTION PROGRAM  
As Adopted by Resolution No. CR-19-76

---

SECTION 1 NON-DISCRIMINATION

In compliance with Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Act of 1972, as well as Section 504 of the 1973 Rehabilitation Act, amended in 1976 by Title 3, it is the policy of the City of Grove City

- A. To provide equality of opportunity in employment with the City of Grove City for all persons.
- B. To carry out all programs and activities in such manner that no person shall, on the grounds of race, color, national origin, religion, sex or handicapped, be excluded from participation in, be denied the benefits of, or be subjected to discrimination with respect to such programs or activities.

SECTION 2 EMPLOYMENT, PERSONNEL AND PROGRAM PRACTICES

- A. The City of Grove City will prohibit discrimination because of race, color, national origin, religion, sex or handicapped in all aspects of its personnel policies, working conditions and relationship with employees and applicants for employment, as well as to provide equal access to all programs in order to promote a continuing Affirmative Action Program by the City of Grove City.
- B. The City of Grove City shall put forth every effort to see that contractors and sub-contractors who perform work for the City of Grove City shall comply with all Federal, State and local E.E.O. policies when applicable.
- C. The Mayor shall designate an Equal Employment Opportunity Officer (EEO) who will coordinate the City equal employment opportunity efforts. It shall be the duty of the EEO officer to provide advice, conduct initial investigations and to seek conciliation of employee discriminatory complaints.

SECTION 3 GRIEVANCE HEARING COMMITTEE

"Grievant" is defined as any person who claims to have been the subject of illegal discrimination on the part of the City of Grove City with respect to race, color, national origin, religion, sex or physical handicap.

The following procedure is established for the grievant:

- 1. The grievant shall submit such complaint in writing to the EEO Officer.
- 2. The grievant may request a hearing through the EEO Officer, and shall select the first member of the hearing committee.
- 3. The municipality shall select the second member,

are unreasonable, arbitrary or contrary to law,  
or;

- b. The same are rejected by a resolution of the City Council within thirty days.

#### SECTION 4 PROGRAM IMPLEMENTATION

The Mayor of the City of Grove City shall direct the implementation of this affirmative action to promote equal opportunity in every aspect of employment policy and practice, including but not limited to: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including workshops, seminars and schooling. This implementation shall include, but not be limited to the following:

1. A notice of the City policy on non-discrimination in employment shall be posted on a bulletin board so as to come to the attention of all employees.
2. Notification of employment opportunities, new positions, vacancies, promotion possibilities and training opportunities shall be posted on a bulletin board so as to come to the attention of all employees.
3. Newspaper advertisements and other public announcements of employment opportunities placed by or on behalf of the City shall state that the City is an equal opportunity employer.
4. The name of the Equal Opportunity Employment Office shall be posted on a bulletin board.
5. Place employment advertisements in appropriate newspapers.
6. Systematic contacts will be made with minority and human relations organizations to encourage referral of qualified minority applicants to the City, and maintain records of such responses.
7. The City shall make every effort to promote after school, summer and vacation employment to minorities.
8. The City shall continually inventory and evaluate all minority personnel for promotion opportunities and encourage minority employees to seek such opportunities.
9. The City shall insure that seniority practices, job classification, etc., do not have a discriminatory effect.
10. The City shall develop and maintain records as related to aspects of this Affirmative Action Program such as recruitment, employment, hiring, promotions, etc.

RESOLUTION NO. CR-19-76

A RESOLUTION TO ADOPT AFFIRMATIVE ACTION PROGRAM  
-----

WHEREAS, the Equal Employment Opportunity Act of 1972 became effective, extending coverage of Title VII of the Civil Rights Act of 1964, as well as Section 504 of the 1973 Rehabilitation Act, amended in 1976 by Title, 3, and

WHEREAS, it is unlawful to discriminate in employment because of race, color, religion, sex, natural origin, age or handicap;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GROVE CITY, STATE OF OHIO, THAT

SECTION 1. The City of Grove City is committed to equal employment opportunities in all activities of the Municipality.

SECTION 2. Be it further resolved, that in order to achieve this goal, the City of Grove City City Council, hereby officially adopts the attached Affirmative Action Program for all areas under the direct control of the City of Grove City City Council.

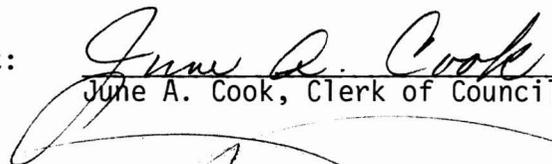
Submitted: 6/21/76

Passed: 7/12/76

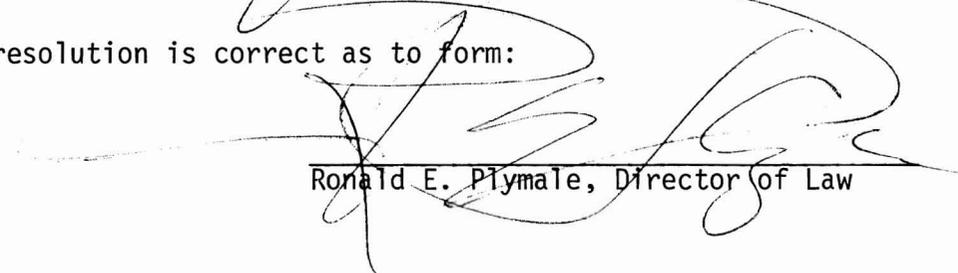
Effective: 7/12/76

*acting*   
James R. McDonald, President of Council

  
Michael T. Brandt, Mayor

Attest:   
June A. Cook, Clerk of Council

I Certify that this resolution is correct as to form:

  
Ronald E. Plymale, Director of Law