

CITY OF CLAYTON, OHIO

RESOLUTION NO. R - 01 - 22 - 12

A RESOLUTION APPROVING AND IMPLEMENTING AN EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION PROGRAM POLICY STATEMENT AND AUTHORIZING VERIFICATION FILING OF SAME WITH THE OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

WHEREAS, the City of Clayton, Ohio received a NatureWorks Grant from the Ohio Department of Natural Resources; and the NatureWorks Agreement requires the City of Clayton to have a written affirmative action program and to file a verification form with respect to same with the Ohio Department of Administrative Services; and

WHEREAS, in order to comply with the terms of the NatureWorks agreement and to create a policy in which equal employment opportunities will be advanced, the Council desires to approve and implement the attached affirmative action program.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CLAYTON, STATE OF OHIO:

1. That the Equal Employment Opportunity & Affirmative Action Program Policy attached hereto as *Exhibit A* is hereby approved and the City Manager or her designee is authorized to file verification of same with the Ohio Department of Administrative Services.

ADOPTED BY COUNCIL ON JANUARY 6, 2022.

AUTHENTICATION:


Mayor (Presiding Officer of Council)


Clerk of Council

APPROVED AS TO FORM:


Law Director

CERTIFICATION OF PUBLICATION

This shall certify that that the text of the above referenced enactment or a summary thereof was published once in the following newspaper and a summary posted in three places of public access as designated by Council.

Name of newspaper
Brookville Star

Date of publication
January 19, 2022


CLERK



State of Ohio EEO and Affirmative Action Policy Statement

To: All Employees

FROM: City of Clayton

DATE: 01/06/2022

SUBJECT: Equal Employment Opportunity and Affirmative Action Policy Statement

It is the policy of the City of Clayton to ensure equal employment opportunity in accordance with the Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status or veteran status is illegal.

City of Clayton managers and employees will comply with state and federal equal employment laws, rules, regulations and guidelines. This policy statement will be disseminated to all employees, various recruitment sources and will be displayed at all employee work buildings. The City of Clayton's EEO and Affirmative Action Policy can be found in Article 3 of the Clayton Personnel Manual. Any employees that deliberately violate this policy will be subject to disciplinary action.

Persons who believe the City of Clayton has discriminated against them may file a discrimination complaint with Elaine Wittman, Assistant to the City Manager. The EEO Representative has full authority to manage issues involving employment discrimination.

Point of contact to file allegations of discrimination:

Company's EEO Representative: Elaine Wittman

Location: City of Clayton Government Building, 6996 Taywood Road Englewood, OH 45322

Phone Number: 937.836.3500 ext. 113

E-Mail Address: ewittman@clayton.oh.us



State of Ohio Affirmative Action Program

EEO Recruitment Strategies:

Strategy: City of Clayton will make a good faith effort to recruit a diverse group of employees and provide equal opportunity for minorities, women and disabled persons to become competitive in state contracting opportunities. City of Clayton will advertise positions in media outlets that will provide information and access to the underserved populations.

EEO Selection Strategies:

Strategy: City of Clayton will utilize procedures, processes and techniques that are fair and do not have an adverse impact on minorities, women or disabled persons. Prospective employees will not be excluded from the hiring process due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, and veteran status.

EEO Placement/Orientation:

Strategy: City of Clayton will provide newly hired employees with basic employment information during the first couple weeks on the job. New employee position descriptions, fringe benefits information, policies, procedures and EEO are a few of the topics which should be covered. Employees will not be denied fringe benefits and/or opportunities for promotion based on race, color, religion, sex, national origin, disability, age (40 years old or more), military status and veteran status.

EEO Performance Evaluation:

Strategy: City of Clayton will evaluate the performance of their employees on an annual basis. It should provide the necessary supervisory feedback to identify areas to be improved as well as to reinforce those activities that meet or exceed standards. Performance appraisal will be evaluated without regard to race, color, religion, sex, national origin, disability, age (40 years old or more), military status and veteran status.

EEO Training Strategies:

Strategy: City of Clayton will attempt to diversify workforce by utilizing training and apprenticeship programs with diverse participants. Training and apprenticeship programs can increase the number of qualified minorities, women, disabled persons and veterans available for job placement.

EEO Discipline Strategies:

Strategy: City of Clayton will set clear disciplinary standards and warn of consequences for non-compliance. Discipline will be designed to rehabilitate employees who choose to correct their behavior as well as justify the termination of those who do not. The employer will not

mistreat or unfairly discipline an employee based on race, color, religion, sex, national origin, disability, age (40 years old or more), military status and veteran status.

EEO Separation Strategies/Exit Interviews:

Strategy: City of Clayton will conduct exit interviews as a problem-solving tool in an attempt to reveal employee turnover. Exit interviews can provide the organization with information about how to correct the causes of discontent and reduce the costly problem of employee turnover.

EEO Monitoring Strategies:

Strategy: City of Clayton will ensure Human Resources managers and supervisors understand this plan and hold managers and supervisors accountable for the effective of this plan.

Minority Business Enterprise Solicitation Strategies:

Strategy: City of Clayton will make a good faith effort to solicit business from certified minority owned businesses (MBE). City of Clayton will utilize the State of Ohio, Equal Opportunity Division's webpage to access certified MBEs.
<http://das.ohio.gov/Eod/MBESearch/index.asp>.