

RESOLUTION NO. 462

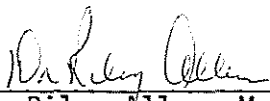
ADOPTING AN AFFIRMATIVE ACTION PLAN FOR THE CITY OF PRINEVILLE.

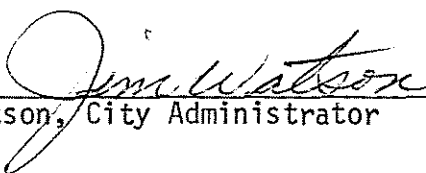
WHEREAS, Executive Order No. 11246 (as amended by 11375) requires that all local governments with Federal Contracts of \$50,000 or more and having 50 or more employees develop and implement a written Affirmative Action Plan;

NOW THEREFORE BE IT RESOLVED, that the attached Affirmative Action Plan, dated March 11, 1975, is hereby adopted by the City Council of Prineville, Oregon and by reference is made a part of this Resolution.

Passed by the City Council this 11<sup>th</sup> day of Mar., 1975.

Approved by the Mayor this 12<sup>th</sup> day of Mar., 1975.

  
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Dr. Riley Allen, Mayor

  
\_\_\_\_\_  
Jim Watson, City Administrator

## AFFIRMATIVE ACTION PROGRAM

MARCH 11, 1975

The City of Prineville, herein after known as " The City " hereby agrees to this plan for affirmative action in meeting its equal employment opportunity obligation pursuant to: Executive Order 11246 as amended, the Equal Pay Act of 1963, Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the National Labor Relations Act, Section 122(a) of the State and Local Fiscal Assistance Act of 1972, the Equal Employment Opportunity Act of 1972, and ORS 659.010-110, 659.026, 659.030, 659.033, 659.405, 659.410, 659.425.

### 1. Equal Employment Opportunity Policy

It is the policy of this City to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age (18-65), or mental or physical handicap. Such action shall include: employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training.

### 2. Equal Employment Opportunity Officer

The City hereby designates the City Administrator as EEO Officer with full authority to administer and promote an active program of equal employment opportunity.

### 3. Dissemination of Policy

All members of the City's staff who are authorized to hire, supervise, promote, and discharge employees, or who recommend such action, or who are substantially involved in such action, will be made fully cognizant of, and will implement the City's equal employment opportunity policy. To insure that the above agreement will be met, the following actions will be taken as a minimum:

- a) Periodic meetings of supervisory personnel will be conducted not less often than once every six months, at which time the City's equal employment opportunity policy and its implementation will be reviewed and explained. The meetings will be conducted by the EEO Officer or other knowledgeable City official.
- b) All new supervisory employees will be given a thorough briefing by the EEO Officer or other knowledgeable City official covering all major aspects of the City's equal employment opportunity obligations within thirty days following their promotion or reporting for duty with the City.
- c) The EEO Officer or appropriate City official will notify all employees engaged in the direct recruitment of employees relative to the methods followed by the City in locating and hiring minority group employees.

4. Recruitment

- a) When advertising for employees, the City will include in all advertisements for employees the notation: "An Equal Opportunity Employer." He will insert all such advertisements in newspapers, or other publications, having a large circulation among minority groups in the area from which the City work force would normally be derived.
- b) The City will, to the fullest extent possible, conduct systematic and direct recruitment through referral sources likely to yield minority group applicants, including, but not limited to, State employment agencies, schools colleges, and minority group organizations. To meet this requirement, the City will, through its EEO Officer, identify sources of potential minority group employees, and establish with such identified sources procedures whereby minority group applicants may be referred to the City for employment consideration.
- c) The City will encourage its present employees to refer minority group applicants for employment by posting appropriate notices or bulletins in area accessible to all such employees. In addition, information and procedures with regard to referring minority group applicants will be discussed with employees.

5. Personnel Actions

- a) Wages, working conditions, and employee benefits shall be established and administered, and personnel actions of every type, including hiring, upgrading, promotion, transfer, demotion, layoff, and termination, shall be taken without regard to race, color, religion, sex, national origin, age (18-65), or mental or physical handicap.
  - (1) The City will conduct periodic inspections to insure that working conditions and employee facilities do not indicate discriminatory treatment of personnel.
  - (2) The City will periodically evaluate the spread of wages paid within each classification to determine any evidence of discriminatory wage practices.
  - (3) The City will periodically review selected personnel actions in depth to determine whether there is evidence of discrimination. Where evidence is found, the City will promptly take corrective action. If the review indicates that the discrimination may extend beyond the actions reviewed, such corrective action shall include all affected persons.
  - (4) The City will investigate all complaints of alleged discrimination made to the City in connection with its obligations under this program, will attempt to resolve such complaints, and will take appropriate corrective action. If the investigation indicates that the discrimination may affect persons other than the complainant, such corrective action shall include such other persons. Upon completion of each investigation the City will inform every complainant of all of his avenues of appeal.

6. Training and Promotion

- a) The City will use its best efforts to locate, qualify and increase the skills of minority group employees and applicants for employment.
- b) Consistent with its manpower requirements and as permissible under Federal and State regulations, the City will make full use of training programs.
- c) The City will advise employees and applicants for employment of available training programs and entrance requirements for each.
- d) The City will periodically review the training and promotion potential of minority group employees and will encourage eligible employees to apply for such training and promotion.

7. Unions

Since the City relies in part upon unions as a source of its work force, it will use its best efforts to obtain the cooperation of such unions to increase minority group opportunities within the unions, and to effect referrals by such unions of minority group employees. Actions by the City will include the procedures set forth below:

- a) Use its best efforts to develop, in cooperation with the unions, joint training programs aimed toward qualifying more minority group members for membership in the unions and increasing the skills of minority group employees so that they may qualify for higher paying employment.
- b) Incorporate an equal employment opportunity clause into all union agreements to the end that such unions will be contractually bound to refer applicants without regard to their race, color, religion, sex, national origin, age (18-65), or mental or physical handicap.
- c) In the event a union does not refer applicants as requested by the City within the time limit set forth in the union agreement, the City will through his recruitment procedures, fill the employment vacancies without regard to race, color, religion, sex, national origin, age (18-65), or mental or physical handicap, making full efforts to obtain minority group persons.

8. Contracting

- a) The City will use its best effort to utilize minority group contractors or contractors with minority group representation among their employees.
- b) The City will use its best efforts to assure contractor compliance with their equal employment opportunity obligations.

9. Records and Reports

- a) The City will keep such records as are necessary to determine compliance with the City's equal employment opportunity obligations. The records kept by the City will be designed to indicate:
  - (1) The number of minority and non-minority group members employed in each work classification.
  - (2) The progress and efforts being made by the City in locating, hiring,