

ORDINANCE NO. 24

AN ORDINANCE OF THE TOWN OF GREENWOOD, FLORIDA AMENDING THE PERSONNEL POLICIES OF THE TOWN OF GREENWOOD, FLORIDA TO CHANGE THE GRIEVANCE PROCEDURES AND TO ADDITIONALLY PROHIBIT DISCRIMINATION BASED UPON FAMILIAL STATUS OR MARITAL STATUS AND PROVIDING AN ADDRESS TO CONTACT THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION.

WHEREAS, The Town of Greenwood, Florida has by Ordinance enacted personnel policies for employees of the Town and desires to amend said policies specifically to amend the grievance procedure and to additionally prohibit discrimination based upon familial status or marital status and to provide an address for employees to contact the Equal Employment Opportunity Commission.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF GREENWOOD, FLORIDA:

Section 1. The six numbered paragraphs entitled Interpretation and Grievance Procedures on Page 17 of the Personnel Policies of the Town of Greenwood, Florida are hereby amended to read:

EMPLOYEE GRIEVANCE

This grievance procedures is established to provide full opportunity to employees to bring to the attention of the governing body (employees) any complaints, grievances or

information. It is the intent and desire of the governing body members to adjust grievances informally, and employees are expected to make every effort to resolve problems as they arise. Employees should first attempt to resolve grievances informally with their immediate supervisor. However, should additional action be required, the employee shall prepare a written grievance within five (5) days of the event to be presented to the Chief Elected Official via the immediate supervisor and any established chain of supervision. The governing body will resolve grievances, and the grievance and resolution shall be recorded in the individuals' personnel files within five (5) days of the receipt of the complaint. If resolution cannot be made at the first attempt, the employee can appeal the grievance resolution one time within five (5) days after receipt of the initial attempt at resolution. However, the decision of the governing body is final and the employee shall be notified of the action within forty-eight (48) hours following the employee's resubmission of the original complaint. Retaliation against an employee for filing a grievance or providing information regarding such complaint is forbidden. Any employee found to be engaging in such action shall be subject to disciplinary measures.

Section 2. The affirmative action and Equal Employment

Opportunity Provision on page 21 of the Personnel Policies of the Town of Greenwood, Florida is hereby amended to read:

AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY

The Town is committed to eliminating discrimination based upon race, color, sex, national origin, age, familial status, marital status, or physical handicap. In grant programs, the Town will comply with requirements of Section 3 (Use of the Project Area), Equal Employment Opportunity on Federally Assisted Construction Contracts, and Executive Order 11625 (Minority Business). Notice of the policy will be placed in plain sight at the job location for the benefit of interested parties and all contractors and sub-contractors. All Equal Opportunity posters will be displayed as required. Any employee who feels that he or she has been discriminated against by the Town of Greenwood should contact:

Employment Discrimination  
The U.S. Equal Employment Opportunity Commission  
2401 E. Street N.W.  
Washington, D.C., 20507

Phone: 1-800-872-3362

Proposed Ordinance presented to the Town Council of the Town of Greenwood, Florida, and read in full, and discussed with an opportunity for interested persons to be heard at the March 10, 1992, regular meeting.

Proposed Ordinance noticed once in a newspaper of general

circulation in the Town of Greenwood, Florida, at least ten days prior to its adoption.

Proposed Ordinance read by title before the Town Council of the Town of Greenwood, Florida, at the April 14, 1992, regular meeting, interested parties who appeared before the Town Council being heard, and proposed Ordinance passed by at least two affirmative votes of members of the Town Council of the Town of Greenwood, Florida at said meeting.

Harry Vann  
Chairman of the Town Council

ATTEST:

Cornelia Davis  
Town Clerk  
Cornelia Davis

Approved by me on April 14, 1992.

Charlie Dunaway  
Mayor  
Charlie Dunaway

Copies of the foregoing Ordinance have been posted in three public places including the office of the Town Clerk in the Town of Greenwood, Florida, for one week after its passage.

Cornelia Davis  
Town Clerk

