

AFFIRMATIVE ACTION ASSURANCE EXCEPTIONS AND EXEMPTIONS LIST

Exceptions

1. Purchase of real estate.
2. Payments to Acting Judges (only invoices to judges in this capacity); any other invoices for work done for the City will require an approved AAA, via the normal process.
3. Payments to youth employment students, in a program lasting approximately 12 weeks, operated by Recreation and Youth Services, giving adolescents an opportunity to work and earn money.
4. Payments for employee or citizen travel. This would include payments to the Vendor who is providing the training/seminars, hotels, etc.
5. Payments to vendors whose AAA approval expired after the date the Contract or Purchase Order (P.O.) was established, but before the Contract/P.O. expires, and requires payment of invoices to fulfill that Contract/P.O.
6. Payments to utility companies- for utility services only. Other services would require AAA approval, via the normal process.
7. Final payments of a deceased employee's wages to the Estate or Beneficiary.
8. Payments for moral obligations /settlements; items the Law Department deems in the best interest for the City to pay, or items ordered by the Courts.
9. Payments to arbitrators, conciliators and/or mediators when the City does not have a choice of which vendor will be used.
10. Any payment that is not the result of the City purchasing a product or service.
Example: refunds, payments mandated by law, donations, etc.
11. Payment for an invoice for which the City of Dayton has already received the service or product.
12. Payments for Service/Maintenance Agreements.
13. Payments to Sole Proprietorships (HRC will give a 1-year exception, with a review each year.)
14. Payments for other items that are mutually agreed upon by HRC and Finance.

Exemptions

1. Government Entities
2. Entities that receive Payroll deduction payments. Example: United Way, United Negro College Fund, Garnishment Agencies, etc.
3. City of Dayton Employees
4. Memberships and Subscriptions to Professional Organizations (Example: American Payroll Association, GFOA, BNA Payroll Library, etc.)

Any exemption or exception sought outside of this list, would be determined on a case-by case basis in light of the City of Dayton Ordinances and policy measures upholding fair hiring practices.