

ORDINANCE No. 187162

*Delegate authority to the Bureau of Human Resources Director to designate certain training and development programs as mandatory for employees, managers and supervisors in support of the City Training and Development Program (Ordinance)

The City of Portland ordains:

Section 1. The Council finds:

1. The Bureau of Human Resources manages and coordinates the City's Training and Development Program, which includes work opportunities for students; employee training programs; and organizational development.
2. In support of the training and development program, the Council has from time to time designated completion of or attendance at certain training programs as mandatory requirements for City employees, managers, and supervisors on a case-by-case basis, resulting from identified issues of compliance, potential risk and liability to the City, and ethical behavior.
3. As the City's centralized training program expands and develops, new, updated and/or additional training programs are being proposed as critical to improving City operations and ensuring compliance with federal and state law and City rules, policies, and initiatives. The designation of some training as mandatory would be most efficiently done if delegated to the Bureau of Human Resources Director.

NOW, THEREFORE, the Council directs:

- a. The Director of Human Resources may designate completion of or attendance at training programs for city employees, managers, and supervisors as mandatory, providing the training is provided for one or more of the following reasons:
 - i. To ensure understanding of and compliance with law; City Code; and City Rules, including HR Administrative Rules and other citywide policies;
 - ii. To support citywide initiatives or mandates as adopted by City Council;
 - iii. To reduce potential risk and liability to the City;
 - iv. To define and communicate expectations and ensure ethical, professional, and appropriate behavior and conduct on the part of City employees in their official capacity.
- b. The Human Resources Director may designate training as mandatory at his/her initiative or at the request of a bureau director, with commissioner-in-charge approval.

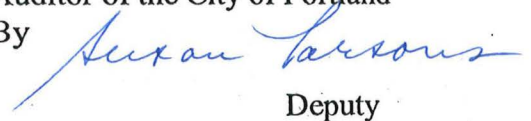
Section 2. The Council declares that an emergency exists in order that the City's Training and Development Program may proceed without interruption; therefore, this Ordinance shall be in force and effect from and after its passage by the Council.

Passed by the Council: JUN 03 2015

Mayor Charlie Hales
Prepared by: Gale Baird
Date Prepared: 4/27/2015

Mary Hull Caballero
Auditor of the City of Portland

By



Deputy

567

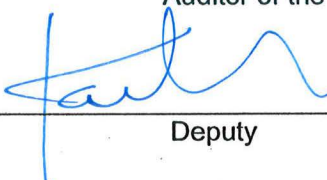
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Agenda No.
ORDINANCE NO.

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Title

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| <p style="text-align: center;">INTRODUCED BY Commissioner/Auditor: Charlie Hales</p> <hr/> <p style="text-align: center;">COMMISSIONER APPROVAL</p> <p>Mayor—Finance and Administration - Hales</p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Novick</p> <hr/> <p style="text-align: center;">BUREAU APPROVAL</p> <p>Bureau: Human Resources Bureau Head: Anna Kanwit</p> <hr/> <p>Prepared by: G. Baird Date Prepared: 4/27/2015</p> <p>Impact Statement Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/></p> <p>Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>City Auditor Office Approval: required for Code Ordinances</p> <p>City Attorney Approval: required for contract, code, easement, franchise, comp plan, charter</p> <p>Council Meeting Date 6/3/2015</p> | <p>CLERK USE: DATE FILED <u>MAY 29 2015</u></p> <hr/> <p style="text-align: right;">Mary Hull Caballero Auditor of the City of Portland</p> <p>By:  _____ Deputy</p> <p>ACTION TAKEN:</p> |
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| <p style="text-align: center;">AGENDA</p> <p>TIME CERTAIN <input type="checkbox"/> Start time: _____</p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p> <hr/> <p>CONSENT <input type="checkbox"/></p> <hr/> <p>REGULAR <input checked="" type="checkbox"/> Total amount of time needed: <u>20 minutes</u> (for presentation, testimony and discussion)</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 30%;">FOUR-FIFTHS AGENDA</th> <th colspan="2">COMMISSIONERS VOTED AS FOLLOWS:</th> </tr> <tr> <th></th> <th style="width: 20%;">YEAS</th> <th style="width: 20%;">NAYS</th> </tr> <tr> <td>1. Fritz</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>2. Fish</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>3. Saltzman</td> <td style="text-align: center;">_____</td> <td></td> </tr> <tr> <td>4. Novick</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>Hales</td> <td style="text-align: center;">✓</td> <td></td> </tr> </table> | FOUR-FIFTHS AGENDA | COMMISSIONERS VOTED AS FOLLOWS: | | | YEAS | NAYS | 1. Fritz | ✓ | | 2. Fish | ✓ | | 3. Saltzman | _____ | | 4. Novick | ✓ | | Hales | ✓ | |
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| 1. Fritz | ✓ | | | | | | | | | | | | | | | | | | | | | |
| 2. Fish | ✓ | | | | | | | | | | | | | | | | | | | | | |
| 3. Saltzman | _____ | | | | | | | | | | | | | | | | | | | | | |
| 4. Novick | ✓ | | | | | | | | | | | | | | | | | | | | | |
| Hales | ✓ | | | | | | | | | | | | | | | | | | | | | |