



### Visiting the Auditor's Office at City Hall

We're open Monday to Friday, 9:00 a.m. to 5:00 p.m. We accept in-person visits Tuesday to Thursday at City Hall. For more information about how to connect with us either in person or remotely, please see our [contact information on our homepage](#) or visit our [contact information webpage](#).



## ARA-3.04 - Employee Behavior and Expectations

Administrative Rules Adopted by Bureaus Pursuant to Rule Making Authority (ARB)

Search Code, Charter, Policy

Policy category: [Human Resources Adopted Rules for the Auditor's Office](#)

Policy number: ARA-3.04

Keywords

Search

 [ARA 3.04 Employee Behavior and Expectations full text of policy](#) 642.07 KB

### History

Adapted from [Human Resources Adopted Rules for the Auditor's Office](#), AUHR-1.03, 3.04.10, 3.04.11, 4.01, 4.02, 4.03, 4.04, 4.08, 4.08(A), 4.12, 4.13, and ARA-3.17 and 4.14, on December 23, 2022.

Amended by City Auditor on May 9, 2023.

### Related documents

 [AUHR to ARA Crosswalk Document](#) 167.88 KB



**ARA 3.04  
EMPLOYEE BEHAVIOR AND EXPECTATIONS**

**Chapters:**

- I. Definitions
- II. Drug & Alcohol Use Prohibited
- III. Smoking and Tobacco
- IV. Dress, Appearance, and Fragrance in the Workplace
- V. Workplace Violence Prohibited
- VI. Records Management and Public Access
- VII. Information Technologies
- VIII. Requirements for Public Meetings
- IX. Social Media
- X. Teleworking
- XI. Employee Work Location
- XII. Inclement Weather
- XIII. Travel
- XIV. Vehicle Use
- XV. Community Relationship Building Program
- XVI. Child Abuse Reporting

Questions about these administrative rules may be directed to the [Auditor's Office's Operations Management Division](#).

Chapter VII is based on Auditor's Office Administrative Rule 4.14 – Requirements for Public Meetings, which was adopted by the City Auditor as an interim rule on October 5, 2020.

Chapter XIV is based on Auditor's Office Administrative Rule 3.17 – Community Relationship Building, which was adopted by the City Auditor on August 4, 2020.

The remaining rules were originally adopted by the City Auditor on December 11, 2017, and are adapted from [City Human Resources Administrative Rules](#), as noted below.

Revised and adopted by the City Auditor as ARA 3.04 on *December 23, 2022*.

## **CHAPTER I: DEFINITIONS**

For purposes of this rule, unless the context or applicable law require otherwise:

- A. "Ad hoc telework" means short-term, temporary telework of no more than 12 days per calendar year. Ad hoc telework may be a suitable arrangement for employees who generally need to be in the office, but who sometimes have projects, assignments, or other circumstances that meet telework eligibility criteria.
- B. "Advertising" means any announcement that endorses or sponsors a product, service, viewpoint, or content.
- C. "Alternate work site" means a workplace other than the employee's regular work location.
- D. "Authorized User" means any person employed, volunteering, or working on behalf of the City, its bureaus, divisions, offices, and directors, and any person or entity contracted or authorized to use City resources in the course of providing goods and services to the City.
- E. "Authorized social media coordinator" means an Auditor's Office employee who has been given written permission by their Division manager to set up, monitor, and update Auditor's Office social media.
- F. "Blog" means an Auditor's Office, City, or third-party website with regular entries of commentary, descriptions of events, or other material such as graphics or video.
- G. "City Information Technologies" includes but is not limited to the City's authorized computer and telecommunications hardware, software, cloud, and web services, and systems that use the internet and/or any other communications network.
- H. "Commuting expenses" means the costs of traveling between an employee's primary place of residence and the employee's regular workplace. Commuting expenses are not included as part of local or out-of-town travel.

- I. "Confidential information" includes but is not limited to any information that is exempt from public disclosure under Oregon law ([ORS 192.345](#), [ORS 192.355](#), [ORS 646.461 to 646.475](#)), or other applicable City, state, or federal law.
- J. "Crash" means any unintentional collision involving a motor vehicle and another vehicle, person, or object that results in property damage, personal injury, or death. A crash may occur on public or private property.
- K. "Dangerous or deadly weapon" includes but is not limited to firearms, metal knuckles, straight razors, explosive devices or materials, weapons of the type commonly known as a nunchaku, blackjack, sap, or sap glove, and any type of knife (other than an ordinary pocketknife with a blade not longer than three and one-half inches). When carried with intent to use unlawfully against another, a "dangerous or deadly weapon" also includes any instrument or device capable of inflicting injury to the person or property of another.
- L. "Drugs" includes cannabis and illegal drugs, but does not include CBD products that are federally legal under the 2018 Farm Bill.
- M. "Inclement weather" means conditions that limit transportation or mobility, such as snowstorms, ice storms, windstorms, earthquakes, volcanic eruptions, floods, or any formal declaration of inclement weather by the Mayor.
- N. "Legal matter" or "litigation" means a judicial or other proceeding, application, request for a ruling, or other determination, contract, claim, controversy, investigation, charge, accusation, arrest, or other particular matter involving a specific party or parties.
- O. "Local travel" means travel for Auditor's Office business to a destination or destinations within 100 miles of City Hall.
- P. "Out-of-town travel" means travel for Auditor's Office business to a destination at least 100 miles one-way from City Hall.

- Q. "Per diem" means an amount of money that a traveler may receive for daily meal and incidental expenses while traveling for Auditor's Office business.
- R. "Personal time" means time during breaks, lunch, and/or before and after work, as defined by Auditor's Office administrative rules and Division work rules.
- S. "Prescription medication" means a medication for which an employee has a valid prescription from a qualified physician.
- T. "Public record" includes but is not limited to a document, book, paper, photograph, file, sound recording, or machine readable electronic record, regardless of physical form or characteristics, that is made, received, filed, or recorded in pursuance of law or in connection with the transaction of public business, whether or not confidential or restricted in use. See [Oregon Revised Statutes 192.005\(5\)](#).
- U. "Qualifying day travel" means out-of-town travel that requires the traveler to be away from their regular workplace or residence for at least 12 hours, but that does not require an overnight stay.
- V. "Reasonable suspicion" means a determination by a manager or supervisor that an employee *may* be under the influence of drugs and/or alcohol. This determination must be based on specific contemporaneous, articulable, objective facts and reasonable inferences drawn from those facts. Examples of facts that may give rise to reasonable suspicion include but are not limited to direct observation of:
- On-duty use or possession of drugs or alcohol,
  - On-duty odor of alcohol, or
  - Behaviors that appear to be indicative of the use of drugs or alcohol and are not attributable to other factors.
- W. "Report" means documentation of daily, weekly, monthly, or other periodic Auditor's Office employee activities not covered in a more specific retention schedule. See [City General Administrative Records Schedule ADM-0630](#).

- X. "Routine telework" means telework that is a regular and recurring part of the employee's work schedule.
- Y. "Social Media" means interactive tools that allow integration of technology and social interaction for content sharing, often in a collaborative manner. Interactive tools come in many forms, including but not limited to RSS, blogs, wikis, photo-sharing, video-sharing, podcasts, social networking, virtual worlds, and micro-blogs.
- Z. "Telework" means a working arrangement in which the employee's workplace is located at an alternate work site outside the Auditor's Office's regular work location(s), such as an employee's residence.
- AA. "Traveler" means an individual authorized to travel for Auditor's Office business.
- BB. "Tweet" is a published comment on the social media application Twitter, which may contain photos, videos, links, and a limited number of characters.

## CHAPTER II: DRUG & ALCOHOL USE PROHIBITED

### A. General

The Auditor's Office has a strong commitment to providing a safe work environment, promotes high standards of employee fitness, and views illegal drug use and excessive use of legal drugs and alcohol as a threat to the public welfare and the health, safety, and productivity of employees. This Chapter seeks to establish and maintain a work environment that is free from the effects of drug and alcohol abuse. While the Auditor's Office has no intention of interfering with the private lives of employees, the Auditor's Office expects its employees to report to work in a condition to perform their duties in a safe, effective, and efficient manner. ***Violation of this rule will result in discipline, up to and including termination, or in removal from the application process.***

### B. Rules

1. No employee may:
  - a. Unlawfully manufacture, distribute, dispense, possess, or use drugs in the workplace, including cannabis.
  - b. Report for duty under the influence of alcohol or drugs.
  - c. Report for duty with the odor of alcohol on their person.
  - d. Absent themselves from duty or be unfit to fully perform duties for reasons attributable to, or produced by, indulgence in alcohol, drugs, or the excessive or other improper use of prescription drugs or other medications.
  - e. Bring or cause to be brought onto City property any alcohol or drugs.
  - f. Use any prescription or nonprescription medications that may interfere with the safe and effective performance of duties or operation of City equipment



or vehicles, without notifying their supervisor prior to beginning work or operating the equipment or vehicle.

- g. Refuse to respond to questions about conduct within the scope of this rule.
  - h. Refuse to submit to a reasonable suspicion drug and alcohol test when required by the City. Refusal to submit includes:
    - Refusing an order to take a required test or second test;
    - Failing to provide a urine specimen or breath sample, including due to an inability to do so, without a valid medical reason confirmed by a physician;
    - Tampering with, adulterating, or substituting a specimen, or any other attempt to defeat or obstruct a drug or alcohol test;
    - Delaying arrival at the designated collection site;
    - Leaving the collection site before the drug or alcohol testing process is complete;
    - Failing to permit an observed or monitored collection when required;
    - Failing to undergo a medical evaluation when required; and
    - Failing to cooperate with any part of the testing process
2. While working in a City facility or at an off-site location, operating a City vehicle (on or off duty), or wearing a City uniform, no employee may:
- Have the odor of alcohol on their person;
  - Use alcohol or drugs;
  - Have their ability to work impaired because of the use of alcohol or drugs;
  - Possess alcohol or drugs; or
  - Provide, manufacture, deliver, transfer, offer, or sell alcohol or drugs to any other employee or to any person while on duty.
3. If there is a reasonable question regarding an employee's ability to work safely and effectively while using prescription or nonprescription medications, clearance from a qualified physician will be required. The Auditor's Office will continue to

retain the right to make the final determination concerning an employee's fitness to perform work.

### **C. Exception for Elected Official Sponsored Event**

Events that are sponsored or approved by an elected official are exempt from the section prohibiting alcohol to be brought on to City property.

### **D. Searches**

1. The Auditor's Office reserves the right to search, without employee consent, all areas and property used by Auditor's Office employees over which the City maintains joint or full control. All City vehicles, equipment, offices, desks, and lockers are subject to search by management.
  - a. Managers and supervisors may not physically search employees for purposes of this rule.
  - b. Searches undertaken specifically to investigate violations of this rule will be conducted in the presence of the employee if practical. If the employee is not available, or if the employee so requests, a reasonable time will be allowed for a representative to be present before a search is conducted.
2. For other areas and property, the manager or supervisor must first ask the employee to consent to a search of the area where the manager or supervisor believes there is evidence of a violation of this rule.
3. The limitations on the Auditor's Office's right to examine property set forth in this Section do not apply to property used jointly by more than one employee.

### **E. Employee Responsibilities**

Employees must:

1. Comply with all aspects of this rule.
2. Notify their supervisor before beginning work when taking any prescription or non-prescription medication that may interfere with the safe and effective performance of their duties or operation of City equipment.
3. Consult with their supervisor if there is any question concerning whether the use of a particular prescription or non-prescription medication is covered by this rule.

**NOTE:** This rule is not intended to prohibit the safe and legal use of prescription and nonprescription medications.

4. Provide, as soon as possible and no later than within 48 hours after a request, proof of a valid prescription for any medication identified by the employee as the cause of their behavior. The prescription must be in the employee's name.
5. Notify Operations Management of any felony drug arrest or conviction by the next regularly scheduled workday.
6. Notify Operations Management of any non-felony drug conviction arising from any act occurring on City premises or on duty by the next regularly scheduled workday.

## **F. Management Responsibilities**

1. Operations Management will:
  - Notify and provide a copy of this rule to all current employees,
  - Provide training on implementation of this rule to all managers and supervisors, and
  - Provide ongoing administration and enforcement of this rule.
2. Managers and supervisors are responsible for the consistent enforcement of this rule.

a. Managers and supervisors must:

- Investigate any questions that arises about an employee's fitness to work due to the use of prescription or nonprescription medications.
- Investigate any employee who appears to be in violation of this rule.
- Refer for drug testing any employee whom the manager or supervisor has reasonable suspicion to believe is under the influence of drugs or alcohol while on duty.
- Advise an employee of their right to have another employee present during an investigatory interview related to suspected violation of this rule.

b. Any manager or supervisor who knowingly permits a violation of this rule by an employee under their direct supervision may be subject to disciplinary action.

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**G. Employee Assistance**

1. Employees are encouraged to voluntarily seek professional assistance for alcohol or drug abuse, with or without contacting management.
2. The City's [Employee Assistance Program](#) offers assistance with a full range of personal issues, including alcohol and drug abuse. The program provider can evaluate an employee's situation and determine the appropriate level and type of treatment, if any. Contact between the employee and program provider is confidential unless otherwise authorized by the employee. See [Auditor's Office Administrative Rule 3.10 – Employee Benefits, Chapter II: Employee Assistance Program](#).
3. A manager or supervisor who has reason to believe that an employee may have a drug or alcohol problem that is affecting the employee's work performance may

suggest that the employee go to the program provider for an assessment. Participation in the assessment is voluntary.

- a. A referral to the program is separate from any disciplinary action that may result from an employee's violation of this rule.
  - b. A referral to the program does not increase the employee's program benefits.
4. Employees are encouraged to use chemical dependency programs offered under benefit plans.

#### **H. Testing for Use of Alcohol or Drugs**

1. Employees may be tested for drugs and alcohol when a trained manager or supervisor has reasonable suspicion that the employee may be under the influence of drugs or alcohol while on duty. An employee may also be tested pursuant to the terms of an agreement between the employee and the Auditor's Office that is designed to address the employee's substance abuse and work behavior issues.
2. An applicant for an Auditor's Office position may be tested for drugs and alcohol, upon approval by the City Auditor and following consultation with legal counsel, and the results assessed, in accordance with [City Human Resources Administrative Rule 4.01 – Drug & Alcohol Use Prohibited](#).
3. All drug and alcohol testing will be performed by a laboratory selected by the Auditor's Office. The laboratory must retain a sample for retesting for a minimum of six months. A positive result will be forwarded to Operations Management.
4. Laboratory reports or test results will be retained in an employee's confidential medical file. The reports or test results may be disclosed to management on a strictly need-to-know basis and to the tested employee upon request. Disclosures, without employee consent, may also occur when:

- a. The information is compelled by law or by judicial or administrative process.
  - b. The information has been placed at issue in a formal dispute between the employer and employee or applicant.
  - c. The information is needed by medical personnel for the diagnosis or treatment of the employee, who is unable to authorize disclosure.
  - d. The City is required by law to report the results, including but not limited to for purposes of federal grant requirements.
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This Chapter was adapted from:

[City Human Resources Administrative Rule 4.01 – Drug & Alcohol Use Prohibited.](#)

Adopted by Council on March 6, 2002 (Ordinance No. 176302). Last revised January 1, 2020.

## **CHAPTER III: SMOKING AND TOBACCO**

### **A. Rules**

1. All City facilities, including all Auditor's Office locations, are smoke and tobacco-free areas. See [City Code Chapter 8.65](#).
  - a. City vehicles are smoke- and tobacco-free, except as otherwise designated.
  - b. Any site where employees are performing work, including but not limited to field work, may be designated as a smoke-free area.
2. "Smoke and tobacco-free" includes a prohibition on use of any cigar, cigarette, pipe, e-cigarette, vaping or other smoking equipment, or chewing tobacco.
3. Auditor's Office employees share in the responsibility for adhering to this rule and for bringing it to the attention of persons visiting City buildings and facilities.

### **B. Smoking Outside of City Owned Buildings**

Smoking or carrying any lighted smoking instrument is prohibited within 50 feet of the exterior of any building owned by the City and occupied by City employees. The no smoking area does not extend into the roadway, but does include driveways, planting strips, sidewalks, and pedestrian ways within 50 feet of the building.

### **C. Smoking Breaks**

No additional breaks or rest periods will be granted to employees in order for them to smoke or use chewing tobacco.

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This Chapter was adapted from:

[City Human Resources Administrative Rule 4.02 – Smoking and Tobacco](#). Adopted by Council on March 6, 2002 (Ordinance No. 176302). Last revised April 25, 2016.



## **CHAPTER IV: DRESS, APPEARANCE, AND FRAGRANCE IN THE WORKPLACE**

### **A. Dress and Appearance**

The Auditor's Office expects employees to maintain a neat and professional appearance. General cleanliness and personal hygiene are important in all work environments. It is expected that all employees will exercise good judgment and dress appropriately for their jobs. Different styles will be necessary depending on the degree of customer contact, the nature of the work, the work location, and safety issues. Clothing that displays offensive slogans is prohibited.

### **B. Fragrance Free Workplace**

Employees who are sensitive to perfumes and chemicals may suffer potentially serious health consequences triggered by exposure to scented products. Consequently, employees are asked to refrain from the use of personal scented products in the workplace if the sole purpose of the product is to produce a scent (e.g., perfume, after shave, and cologne), and to avoid the use of strongly scented personal hygiene products (e.g., laundry soap, dryer sheets, hand lotion, powder, hair spray, and deodorant).

1. All managers and supervisors are expected to enforce this rule.
2. An employee who is experiencing health consequences due to another employee's use of scented products should report the problem to their supervisor to ensure appropriate action is taken.
3. Additional guidance is provided in [Guidance for HRAR 4.03: Fragrance Free Workplace Q & A](#).

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This Chapter was adapted from:

[City Human Resources Administrative Rule 4.03 - Dress, Appearance, and Fragrance in the Workplace](#). Adopted by Council on March 6, 2002 (Ordinance No. 176302).  
Last revised April 25, 2016.

## **CHAPTER V: WORKPLACE VIOLENCE PROHIBITED**

### **A. Prohibited Actions**

The Auditor's Office recognizes the importance of a violence-free work environment for all employees and the public. The Auditor's Office will not tolerate any violent actions that threaten its employees, customers, vendors, or volunteers. Employees are prohibited from:

1. Engaging in physical violence and any acts of bodily harm;
2. Engaging in physical intimidation;
3. Threatening violence or bodily harm (physically, verbally, or in writing); and
4. Bringing a dangerous or deadly weapon to work or on to City property, including parking lots on City property.

This rule applies to all employees, regardless of whether an employee possesses a concealed weapon permit.

### **B. Responsibilities**

1. All employees are encouraged to be alert to the possibility of violence in the workplace, including by employees, former employees, customers, and strangers. Employees must make safety their highest concern and immediately report all acts of violence or threats of violence to their supervisor.
2. Auditor's Office employees are encouraged to immediately discuss any concerns about workplace violence with their supervisor. If an employee does not feel comfortable discussing their concerns with their supervisor, the employee should contact their supervisor's manager, Operations Management, the Chief Deputy City Auditor, or the City Auditor. If immediate action is required, the supervisor or employee should contact law enforcement.
3. The Auditor's Office will ensure that all employees are advised of this rule and any specific work rules regarding workplace violence.

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This Chapter was adapted from:

[City Human Resources Administrative Rule 4.12 – Workplace Violence Prohibited.](#)

Adopted by Council on March 6, 2002 (Ordinance No. 176302). Last revised April 25, 2016.

## **CHAPTER VI: RECORDS MANAGEMENT AND PUBLIC ACCESS**

### **A. Managing Records**

Auditor's Office records must be managed in accordance with [Archives & Records Management's](#) administrative rules, including but not limited to [Administrative Rules 8.04 – Transferring Records to the Archives and Records Center \(PARC\)](#) and [8.09 – Destruction of Records](#), and must be retained in accordance with applicable [records retention schedules](#).

### **B. Public Access to Auditor's Office Records**

All City records, regardless of physical or electronic form or media, which are created or maintained by City employees, are subject to Oregon's public records laws, which include provisions for providing public access to those records.

1. Oregon law (ORS Chapter 192) provides that "every person has a right to inspect any public record of a public body in this state," and the definition of "public body" includes the Auditor's Office and City bureaus. Although Oregon law provides specific disclosure exemptions, most records in the possession of the Auditor's Office are available to the public for inspection.
2. It is the intent of the Auditor's Office to be responsive and timely to requests for public records. Auditor's Office employees should follow [Administrative Rule 8.03 – Public Records Requests](#) and their Division's rules to respond to public records requests, and should consult with legal counsel when public records questions arise.
3. The Auditor's Office will refer public records requests for the records of another City office or bureau to the other office or bureau.

### **C. Document Reproduction Charges Allowed**

Oregon law (ORS 192.324(4)(a)) authorizes a public body to "establish fees reasonably calculated to reimburse the public body for the public body's actual cost of making public records available, including costs for summarizing, compiling or tailoring the public records, either in organization or media, to meet the request."

The [City of Portland's Standard Fees for Public Records Requests](#) lists common charges.

1. If fees are expected to exceed \$25.00, the Auditor's Office must give the requestor a cost estimate before fulfilling the request.
2. Fee waivers are available to requesters who satisfy specific criteria.

#### **D. Contact Information**

Questions concerning potential exemptions or procedural issues in responding to requests should be referred to legal counsel. Any questions regarding archives or records management should be directed to the [Archives and Records Management Division](#).

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This Chapter was adapted from:

[City Human Resources Administrative Rule 1.03 – Public Records Information, Access and Retention](#). Adopted by Council on March 6, 2002 (Ordinance No. 176302). Last revised April 25, 2016.

## CHAPTER VII: INFORMATION TECHNOLOGIES

### A. Purpose

City Information Technologies are provided to Authorized Users to use in the course of conducting City business, including for internal and external communication and as a research tool and information resource.

This rule mandates ethical and equitable use of City Information Technologies, encourages use that supports productivity, confirms that electronic communications used for conducting City business are generally considered public records, and prohibits unauthorized and appropriate use. All Authorized Users of City Information Technologies are responsible for reading and complying with this rule and related guidance. Additional guidance is set forth in [Attachment A to City Human Resources Administrative Rule 4.08](#).

The Bureau of Technology Services is responsible for technical [rules](#) and [standards](#) for City Information Technologies. Technical questions related to the use of City Information Technologies should be directed to Technology Services. The City Auditor is responsible for Auditor's Office employee behavior in the use of City Information Technologies. Human resources-related technology issues should be directed to Operations Management.

### B. Division Rules May be More Restrictive

This rule sets forth minimum standards for the Auditor's Office. A division of the Auditor's Office may develop more restrictive rules for Division-specific use of City Information Technologies, upon review and approval by the City Auditor, and in consultation with Technology Services. Drafts of Division-specific work rules will be forwarded to Technology Services prior to implementation.

### C. Authorized Use of City Information Technologies

***Authorized Users may use City Information Technologies only for job-related or otherwise authorized Auditor's Office duties or functions.***

1. Authorized Users are required to ensure their use of City Information Technologies is limited to authorized purposes. For purposes of this section, “use” has its broadest possible meaning. It includes accessing the internet and any communication method (e.g., via email, text message, instant messaging, or social media). See [Chapter IX: Social Media](#).
2. Authorized Users must comply with all applicable federal and state laws, City Code, administrative rules, and any Division-specific work rules.
3. Acceptable uses of City Information Technologies include:
  - a. Carrying out job-related duties.
  - b. Communication, information exchange, and record keeping directly related to the mission of the Auditor’s Office and the work tasks of the Division and in support of work-related functions. That includes, for example, communication:
    - i. for the purpose of information exchange, research, or professional development;
    - ii. to maintain job knowledge or skills; and
    - iii. with federal, state, or local government agencies and their boards, commissions, and committees.
4. Authorized Users are prohibited from using City Information Technologies for:
  - a. **Personal use or gain** (except as expressly allowed). This includes:
    - i. Buying, selling, or trading goods, services, or financial instruments via the City’s Information Technologies for personal financial gain.
    - ii. Using City Information Technologies to avoid the expense of personally purchasing comparable hardware, software, and/or internet access.
    - iii. Copying and/or using City data, regardless of physical or electronic form or media, for personal use, except as permitted by law.



b. ***Political activity.*** This includes Using City Information Technologies:

- i. in a manner that would directly or indirectly assist a campaign for election of any person to any office, or
- ii. for the promotion of or opposition to any ballot proposition.

This prohibition does not apply to use for the development or delivery of a neutral and objective presentation of facts relevant to a ballot proposition as allowed by state law, if such use is a part of the normal and regular conduct of the employees developing or delivering the presentation of facts.

c. ***Commercial purposes.*** This includes use of City Information Technologies to endorse a specific commercial entity or its products, services, or business practices. An exception may be permitted if such information is central to the Auditor's Office's mission and is pre-approved by the City Auditor or designee. Authorized employee discounts may be distributed with authorization from the City Auditor.

d. ***Religious causes.***

e. ***Commission of an illegal act.***

f. ***Accessing racist, hate groups, or sexually explicit sites.***

g. ***Uses conflicting with City Code or Administrative Rules.*** This includes, for example, uses conflicting with the Auditor's Office's non-discrimination policy.

5. When conducting City business, Auditor's Office employees and all other Authorized Users should always use City email and authorized City Information Technologies.

6. Authorized Users are permitted to use a personal device for remote access through BTS approved means to City systems; however, storing City records onto a personal computer or other device is prohibited.
7. Union use of e-mail is authorized in accordance with this section so long as it does not conflict with division work rules or any of the prohibited uses set out in Section C.4.

#### **D. Security and Integrity of City Information Technologies**

***Authorized Users must protect the security, confidentiality, and integrity of City data, equipment, and technology assets and of City employees, contractors, and customers.*** See [Auditor's Office Administrative Rule 3.11 – Ethical Conduct, Chapter IV: Protection of Restricted and Confidential Information.](#)

1. Authorized Users are required to:
  - a. Select, use, and secure strong individual passwords or two-factor authentication, when available, for access to City Information Technologies (e.g., for network login, email, desktop computer, laptop, mobile device, or smartphone) and never share access to accounts, privileges, and associated passwords.
  - b. Accept accountability for all activities associated with the use of their user accounts and related access privileges. Each Authorized User is responsible for their own use of a shared device.
  - c. Use their real name and/or email address in all emails, news posts, or any other form of electronic communication.
  - d. Take all malware warnings seriously and comply with procedures for reporting and responding to malware outbreaks.

- e. Report all suspected security and/or policy violations to an appropriate authority (e.g., manager or supervisor, Operations Management, Technology Services Helpdesk, Chief Information Security Officer).

2. Authorized Users are prohibited from:

- a. Removing City-owned information technology devices or equipment from City premises, except as specifically authorized (e.g., taking home a City-owned laptop computer for Auditor's Office business).
- b. Modifying City Information Technologies beyond normal parameters of use or altering City-owned or licensed software without written authorization from Technology Services.
- c. Purchasing, installing, or using any software or applications not previously approved by Technology Services, including unlicensed, free, or internet-based (cloud) service software. This does not include downloading and installing properly licensed and approved software from Technology Services-maintained systems or as permitted by contract.
- d. Using software that allows a workstation or other City information resource to function in an unauthorized manner, deliberately transmitting data containing malware, or willfully circumventing malware protection measures.
- e. Misusing a service or taking any action that renders the Authorized User's computer equipment unusable or that interferes with another Authorized User's use of City Information Technologies.
- f. Granting or allowing access by any person or entity to City Information Technologies or data, regardless of physical or electronic form or media, for which they are not authorized to do so, such as sharing passwords with unlicensed users.

- g. Failing to appropriately limit the number of recipients of messages or propagating virus hoaxes, spamming, or bombing (e.g., spreading email or postings widely and without good purpose, or flooding an individual or group with numerous or large e-mail messages).
- h. With the exception of emails to affinity groups or to software user groups, using the City's email to send email messages to 50 or more City employees outside the Auditor's Office without the Auditor's approval. Employees must obtain authorization from Technology Services to email all City employees. See [Attachment A to City Human Resources Administrative Rule 4.08: Information Technologies, Procedures and Guidance](#).
- i. Altering electronic communications to hide one's identity or to impersonate another individual.
- j. Causing a breach of security or any action to attempt to circumvent or reduce the security of the City's computer and network resources or of any confidential or restricted Information, regardless of physical or electronic form or media, entrusted to the Auditor's Office's custody.

#### **E. No Expectation of Privacy in the Use of Information Technologies; Public Records**

All use of City Information Technologies and any information or data created or stored by Authorized Users on City Information Technologies are City property, subject to public records requirements and City monitoring and reporting.

1. ***Authorized Users have no expectation of privacy in the use of City Information Technologies.*** Passwords protect the security and confidentiality of City Information Technologies and the information they contain, but are not intended to convey an expectation of personal privacy or exclusion from monitoring.

2. The City may monitor the use of City Information Technologies, including email, website visits, other computer transmissions, and any stored information created or received by employees and other Authorized Users with City Information Technologies, upon approval by the City Auditor.
  - a. Use of the City's Information Technologies constitutes an express consent to monitoring at all times.
  - b. Monitoring may result in reports logging usage and printed or electronic copies of email or stored information.
3. The City Attorney or designee may access Auditor's Office electronic information to comply with legal requirements and processes (such as but not limited to public record requests, subpoenas, legal holds, and discovery of records for actual or potential litigation in which the City is an affected party), upon approval by the City Auditor. The City Attorney's or designee's access to Auditor's Office records is not considered "monitoring" under these rules.
4. With few exceptions, any electronically stored information, regardless of form or media, which pertains to City policies, decisions, transactions, and activities, is subject to public disclosure and records retention and preservation requirements. See [Chapter VI: Records Management and Public Access](#). Authorized Users are required to preserve documents, emails, and other electronic records created using the City's Information Technologies as public records in compliance with City record retention and preservation policies. Such records may be subject to disclosure.

## **F. Personal Use of City Information Technologies**

Where possible, personal technology use should be conducted via a personal device. While a Division manager may deny an Authorized User's personal use of City Information Technologies due to operational or other concerns, limited personal use of City Information Technologies is generally permitted if the use complies with all of the requirements set forth in this rule and:

1. Is done on the Authorized User's personal time and does not interfere with any Authorized User's job activities (including by posing a conflict of interest or giving the appearance of impropriety);
  2. Is incidental, occasional, and of short duration;
  3. Does not result in an expense to the City;
  4. Does not solicit for or promote commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations; and
  5. Does not disrupt Technology Services' ability to provide services to other City users.
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This Chapter was adapted from:

[City Human Resources Administrative Rule 4.08 – Information Technologies.](#)

Adopted by Council on March 6, 2002 (Ordinance No. 176302). Last revised January 1, 2020.

## **CHAPTER VIII: REQUIREMENTS FOR PUBLIC MEETINGS**

### **A. Purpose**

This rule sets forth policies and procedures for meetings that are open to the public and hosted by an Auditor's Office employee or division, or any committee, subcommittee, or advisory group under the Auditor's Office. The purpose of this rule is to ensure that the Auditor's Office's public meetings are accessible to the public and comply with applicable Oregon public meetings laws.

### **B. Application – "Public Meeting"**

1. This rule applies to the Auditor's Office's public meetings. For purpose of this rule:

a. A "public meeting" is defined broadly to include all meetings that are:

i. Hosted by:

A. An Auditor's Office employee or division in the course of their employment; or

B. A committee, subcommittee, or advisory group under the Auditor's Office;

and

ii. The meeting is:

A. Advertised as open to the public; or

B. Is a meeting of a committee, subcommittee, or advisory group that:

a. has the authority to make decisions for or recommendations to the City Council and

- b. requires a quorum to make decisions or deliberate toward a decision.
  - b. A “meeting host” is the chair or facilitator of the meeting on behalf of the Auditor’s Office.
2. This rule does not apply to City Council meetings.

### **C. Notice**

1. Notice of all public meetings must:
- a. Include the time, place, purpose, and subjects of the meeting;
  - b. Be posted one week or more in advance of the meeting whenever possible, but no less than 24 hours before the meeting; and
  - c. Be advertised, at a minimum, on the Auditor’s Office website.

Meeting hosts are encouraged to provide notice in multiple locations, including emails, press releases, and social media. For special notice requirements applying to virtual meetings, see Section E, below.

2. *If a meeting will consist only of an executive session:* Notice must be given to the members of the governing body, to the general public, and to news media that have requested notice.
- a. The notice must state the specific legal provision authorizing the executive session.
  - b. Media must be provided access to any executive sessions, unless an Oregon Revised Statute exemption applies.

### **D. Access**



1. The meeting location should be large enough to hold the anticipated attendance, and cannot be a place that discriminates based on race, religion, ethnicity, sex, gender, sexual orientation, nation of origin, age, or disability.
2. When meetings are held by phone or virtually, a call-in number or the means to attend the meeting electronically must be provided to the public. When possible, the meeting host should also make available at least one place where the public may listen to the meeting at the time it occurs.
3. The meeting host must ensure meaningful access by providing reasonable accommodations at all public meetings upon advanced request, such as interpretation and auxiliary aids and services (e.g., American Sign Language and closed captioning).

#### **E. Virtual Meetings**

Where meetings are hosted virtually, using platforms such as Zoom, Skype, or Microsoft Teams, special consideration must be given to ensure access and keep order.

1. In addition to the time, purpose, and subject of the meeting, the notice for virtual meetings must:
  - a. Provide information for the livestream virtual meeting, a call-in number to participate by telephone, or request an RSVP (and provide the information in response).
  - b. Encourage participants to test the platform in advance.
  - c. Ask participants to identify and request accessibility accommodations and language access needs at least 72 hours in advance.
2. The meeting host must notify participants, at the start of the meeting, that the meeting is public and is being livestreamed and/or recorded, and that their images and names may be visible to others in the meeting.

3. The meeting host must take reasonable steps to prevent hacking and trolling (e.g., “Zoom bombers”), including:
  - a. If needed, require attendees to be manually “invited” or required to provide a password to enter the meeting. If a password is required, the password should be provided to participants as part of the registration process.
  - b. Disable participants’ ability to join the meeting before the host.
  - c. Turn off file and screen sharing capabilities for participants.
  - d. Ensure the host has the ability to remove participants if needed and disable the participant from rejoining the meeting.
4. The meeting host is required to maintain an orderly meeting, to a degree similar to in-person meetings, and must:
  - a. Mute all participants upon arrival.
  - b. Remove participants who violate [City Code Chapter 3.18](#) on the Rules of Conduct.
  - c. Manage participant testimony. The host must:
    - i. Require participants to provide testimony verbally, unless the individual requires an accommodation. The host may solicit written testimony prior the meeting, if appropriate.
    - ii. Turn off comment or chat features, except for the host, co-host, and official event panelists.

- iii. Where the platform provides a “Q & A” feature or other features that allow participants to interact with the host, do not allow anonymous entries or allow attendees to view the questions.

## **F. Record Keeping**

1. If a meeting is a public meeting under Section B(1)(a), the meeting host must ensure that a record of the meeting (written minutes or an audio or visual recording) is kept. Minutes must include the members present, all motions and votes taken, and the substance of any discussion.
2. Public records and records retention policies apply to virtual meetings. All virtual meetings should be recorded.
  - a. Because many platforms will end recordings if the host leaves the meeting, the meeting host must ensure there is at least one backup host for each meeting to mitigate the risk that technical issues will result in lost records.
  - b. Comment and chat are subject to public records laws. The meeting host must limit comment or chat features to transitory conversations (e.g., to troubleshoot technical issues) between hosts and panelists.
  - c. The meeting host must ensure that the platform provides the recording and any other records after the meeting is closed, and must maintain the recording in accordance with applicable records retention requirements.

## CHAPTER IX: SOCIAL MEDIA

### A. Purpose and Scope

Authorized Auditor's Office social media accounts are a mechanism for communicating with the public in support of the Auditor's Office's mission. This rule applies to the use of social media on behalf of the Auditor's Office, and is intended to guide employees using social media in performing authorized work for the Auditor's Office. Additional guidance is provided in the [Guidance for HR Administrative Rule 4.08 \(A\) Social Media](#).

This rule does not apply to employees' personal use of social media. Personal use of City Information Technologies is governed by [Chapter VII: Information Technologies](#), and personal use of City resources is governed by [Auditor's Office Administrative Rule 3.11 – Ethical Conduct, Chapter VII: Use of City Resources](#).

### B. Record Retention Requirements for Social Media Content

Oregon's public records laws (ORS 192.311 et seq.) apply to social media activities, whether the website or application is hosted by the City or a third party. The Auditor's Office must assume that content posted or received using any social media technology is a public record, and must manage it accordingly.

1. Any posted content that is required to be retained only as needed or until superseded may be deleted at the discretion of the content owner. See [General and City Auditor records retention schedules](#).
2. Any posted social media content that is a copy of an Auditor's Office record that exists in another location does not need to be separately preserved if the original content is being retained in compliance with the appropriate retention schedule and media preservation requirements.
  - a. The Auditor's Office should consider whether the fact that a document is posted and the dates of posting may need to be preserved.

- b. A public record does not include extra copies of a document preserved only for convenience of reference. ORS 192.005(5)(b)(D). The Auditor’s Office can simplify its retention responsibilities if it uses its social media exclusively as a mechanism for providing community members with links or references to content that is maintained elsewhere as an official record. Using this approach, the links or references posted on social media would be considered convenience copies that need to be retained only as needed or until superseded.

Example: An Auditor’s Office’s tweet providing a link to one of its annual reports would not need to be retained as a separate record.

- 3. Any posted original social media content that is a public record and is not preserved and retained elsewhere must be retained according to the appropriate [General and City Auditor records retention schedules](#) and media preservation requirements.
  - a. Those engaged in social media activities must be familiar with record retention schedules and preserve records in accordance with those schedules.
  - b. Most original content will fall into one of the following categories and should be managed as such:
    - i. Speeches / Statements / News Releases / Program Activity Records. For retention purposes, a blog posting by the City Auditor is the equivalent of a public speech. An on-the-spot written or photographed account of an Auditor’s Office event or summary of its activities published via social media should be considered a report. If any of these statements or reports contains policy or historically significant content, they must be retained permanently. Otherwise, they have a two-year retention from the time they are published.
    - ii. Correspondence. Incoming social media messages from community members received by the Auditor’s Office should be treated as

correspondence. Correspondence that relates to the Auditor's Office mission, activities, or functions must be captured and retained per the retention category that most closely corresponds to the content of the message.

- A. If the message is completely unrelated to the Auditor's Office's mission, activities, or functions, it can be removed and discarded immediately, at the discretion of the Auditor's Office.
- B. If correspondence from a community member originates on Auditor's Office social media and merits a response to an individual (as opposed to a public posting), it is advisable to take the correspondence offline and, if possible, communicate directly with the individual and maintain that correspondence using established Auditor's Office procedures for correspondence management.

**NOTE:** Much of the correspondence between the Auditor's Office and the public is considered "policy and historical" and warrants permanent retention ([City General Retention Schedule Excerpt 1000-01](#)).

- iii. Content associated with a specific function or activity. If the Auditor's Office uses social media as a public entry point to solicit specific information (e.g., conducting a poll), the information received should then be retained along with other records associated with that function or activity using the appropriate retention schedule.
4. Auditor's Office Division-specific social media plans must include methods and duties for capturing and preserving appropriate content. Methods range from capturing screen shots to converting webpages into Adobe Portable Document Format (PDF) to acquiring software specifically designed to capture social media content.

## C. Using Social Media

1. Auditor's Office social media accounts must comply with the City's Charter and Code, this rule, and all terms of use of the social media provider. Social media may not be used if the provider's terms of use conflict with City, state, or federal law or give the appearance of partiality.
2. The Auditor's Office may enter into an agreement with a social media provider to create a forum for interactions with the public, in accordance with Auditor's Office [Procurement Rules](#). The Auditor's Office and authorized social media coordinators must comply with a third party's terms of use.
3. The Auditor's Office must use a City email address to open an account with a social media provider, preferably an Auditor's Office global email address (e.g., [ombudsman@portlandoregon.gov](mailto:ombudsman@portlandoregon.gov)), which authorized social media coordinators can access. Using a City email address will ensure that:
  - a. Personal and professional communications are separated.
  - b. The City can back up public conversations because of the City's ownership and control of the City's email address.
  - c. The Auditor's Office can access the social media account when the employee is away from the office or leaves employment with the Auditor's Office or City.
  - d. The City can determine that the site or account is legitimately the City's (and not a rogue site generated from a private email address).
4. Where possible, all social media should display the Auditor's Office logo and the City Seal for organizational consistency. The City owns the City seal, which can only be used by the City for City business.
5. Terms of use must be posted on each Auditor's Office social media site to set forth rules for conversing on the site, including but not limited to statements or links to statements that:

- a. The Auditor's Office reserves the right to restrict or remove any content that is deemed in violation of the Social Media Policy or any applicable law.
  - b. Contain a disclaimer indicating that the Auditor's Office does not endorse nor sponsor any advertising posted by the social media host on the site, that the social media is a private site and the privacy terms of that site apply, that the Auditor's Office does not guarantee reliability and accuracy of any third-party links, and that the Auditor's Office reserves the right to remove any conversation or information that is prohibited by the terms of use.
6. The Auditor's Office will not discriminate against public speech based on content or viewpoint, but will remove the following prohibited content when possible:
- Comments not topically related to the subject matter
  - Profane language or content
  - Private and/or confidential information
  - Comments supporting or opposing political campaigns or ballot measures
  - Content that promotes, fosters, or perpetuates discrimination on the basis of race, religion, gender, marital status, familial status, national origin, age, disability, sex, gender, source of income, or other protected status under applicable law
  - Inappropriate sexual content or links to inappropriate sexual content
  - Solicitations of commerce
  - Illegal activity or encouragement of illegal activity
  - Information that may tend to compromise the safety or security of the public or public systems
  - Content that violates a legal ownership interest of any other party

Any content removed pursuant to this rule must be retained, including the time, date, and the social media account from which it was removed when available. If it is not technically feasible to remove the content, the Auditor's Office will monitor and take other appropriate action.



7. The Auditor's Office must identify authorized social media coordinators and train them in appropriate and effective use of social media. Only employees who are authorized and trained may engage in social media activities on the Auditor's Office's behalf.
    - a. Authorized social media coordinators must comply with this rule and all related rules, including but not limited to [Chapter VII: Information Technologies](#), [Auditor's Office Administrative Rule 3.11 – Ethical Conduct](#), and [Auditor's Office Administrative Rule 3.02: Equal Employment](#), [Chapter III: Prohibition Against Workplace Harassment, Discrimination, Racism, and Retaliation \(Rule 2.02\)](#).
    - b. Authorized social media coordinators may not divulge confidential information or post information that would invade the privacy of others.
    - c. Authorized social media coordinators may not post information or opinions related to legal matters, litigation, or parties involved in legal matters and litigation.
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This Chapter was adapted from:

[City Human Resources Administrative 4.08\(A\) – Social Media](#). Adopted by the Chief Administrative Officer on November 4, 2011.

## **CHAPTER X: TELEWORK**

### **A. Purpose**

The purpose of this rule is to define telework guidelines and procedures for Auditor's Office employees. Used appropriately, teleworking can increase an employee's productivity, reduce time spent commuting, and facilitate a work-life balance that helps the City attract and retain qualified job candidates and employees.

The Auditor's Office encourages telework arrangements in situations where it mutually benefits employees, the work of the Auditor's Office, and community members served by the Auditor's Office. Not all job positions in the Auditor's Office are appropriate for teleworking; for example, jobs requiring an on-site presence are generally ineligible for teleworking.

### **B. Definitions**

For purposes of this rule:

1. "Ad hoc telework" means short-term, temporary telework of no more than 12 days per calendar year. Ad hoc telework may be a suitable arrangement for employees who generally need to be in the office, but who sometimes have projects, assignments, or other circumstances that meet telework eligibility criteria.
2. "Routine telework" means telework that is a regular and recurring part of the employee's work schedule.
3. "Telework" means working arrangements in which the employee's workplace is located at an alternate work site location outside a regular Auditor's Office work location(s), such as an employee's residence.

### **C. General Rules**

1. Teleworking does not change the duties, obligations, responsibilities, or terms and conditions of Auditor's Office employment. Teleworking employees must comply with all Auditor's Office rules and applicable City rules, policies, practices, and instructions, including but not limited to [Auditor's Office Administrative Rules 4.08 – Information Technologies](#) and [4.09 - Use of City Resources](#).
2. A supervisor, manager, or the City Auditor may deny, end, or modify a Telework Agreement at any time, for any business-related reason, unless doing so conflicts with Citywide teleworking guidance given during a state of emergency.
3. An employee may request to end or modify a Telework Agreement, unless their request conflicts with Citywide teleworking guidance given during a state of emergency.
4. Remote employees are expected to balance personal needs with work obligations and commitments. As with in-person work, remote employees must reasonably arrange for child, elder, or other dependent care to complete their work and actively participate within their team.
5. Employees who may need a reasonable accommodation when teleworking because of a disability, pregnancy, lactation, or observation of a religious practice should contact Operations Management. For more information, see [Auditor's Office Administrative Rule 2.06 – Reasonable Employment Accommodations](#).
6. Employees with a Teleworking Agreement are expected to respond to surveys regarding teleworking when requested to do so by the City or the Auditor's Office.

#### **D. Eligibility for Telework**

1. Before approving a telework request, supervisors will use the following guidelines to evaluate positions and employees for telework:

- a. An employee's position may be suitable for telework when the employee's essential job duties:
  - i. Include clear work objectives, clearly defined tasks, and measurable deliverables;
  - ii. Are independent in nature and can be accomplished without a detrimental impact on their Division's productivity;
  - iii. Allow for successful and productive communication with supervisors, colleagues, or members of the public through virtual means such as videoconference or phone calls;
  - iv. Do not require the employee's ongoing, consistent presence at the regular worksite to address unscheduled events, unless alternative arrangements for coverage are possible; and
  - v. Are not essential to the management of on-site or in-the-field workflow or business operations.
- b. An employee may be eligible for telework if:
  - i. The employee can provide adequate internet access at the alternate work site to perform their assigned duties while teleworking;
  - ii. The employee is committed to complying with all Auditor's Office rules, policies, practices, core values, and instructions while teleworking, including as outlined in this rule and in the employee's Telework Agreement;
  - iii. The employee has the ability and willingness to preserve the confidentiality of sensitive City data and software that may be protected from disclosure by public records and/or copyright laws. This includes ensuring that all unauthorized individuals, including but not limited to the

employee's family and friends, do not have access to confidential City data or software; and

- iv. The employee understands that their performance expectations must continue to be met while teleworking. Employees who are not upholding Auditor's Office obligations and core values when teleworking, such as meeting performance or conduct expectations, may be subject to the disciplinary measures described in [Auditor's Office Administrative Rule 5.01 – Discipline](#).

## E. Telework Approval Process

Generally, before an Auditor's Office employee begins teleworking, or a new hire begins working in a remote position, they must complete the following steps:

- Talk with their supervisor to determine telework eligibility and a potential telework schedule
- Read and agree to the content of this rule
- Complete and sign a Telework Agreement
- Complete any needed training prior to beginning telework
- Receive the supervisor's final approval, via their signature on the Telework Agreement.

**NOTE:** Ad hoc telework may be a suitable arrangement for employees who generally work in the office, but who sometimes have projects, assignments or other circumstances that meet the telework eligibility criteria. Ad hoc telework of no more than 12 days per calendar year is permitted with advance authorization by the employee's supervisor and does not require a Telework Agreement. However, the ad hoc telework request and supervisor approval must be in writing (e.g., an email).

## F. Work Hours

1. The number of hours worked by an employee will not change because of telework. As part of the telework approval process, the employee should work

with their supervisor to develop a standard telework schedule and expected work hours to meet the needs of the Division.

2. Teleworking employees must maintain availability via email, telephone, mobile phone, or as otherwise agreed to by their supervisor during standard work hours or designated specific core hours of availability. Employees who routinely telework must be able to work at their regular in-person worksite on scheduled teleworking days, if needed, unless they are on work-related travel or are otherwise exempted by their supervisor.
3. Teleworking employees who are covered by the Fair Labor Standards Act ("non-exempt" employees who are generally eligible for overtime pay):
  - a. Should not work outside of their scheduled hours when teleworking. For example, non-exempt employees should not take phone calls or check email outside of their regular working hours.
  - b. Must have prior approval from their supervisor for any changes to their telework schedule, including potential overtime.
  - c. Are required to take scheduled breaks and lunches as usual.
4. Teleworking employees who are exempt under the Fair Labor Standards Act are strongly encouraged to adhere to their telework schedule. They should work with their supervisors to develop expectations regarding availability outside of regularly scheduled work hours.

#### **G. Modifying a Telework Schedule; Unexpected Inability to Telework**

1. Employees must obtain prior approval from their supervisor to change a regularly scheduled telework day. Supervisors should accommodate occasional requests by employees to change their regularly scheduled telework days if possible.

2. Employees must contact their supervisors if equipment, connectivity, local power failures, or other supply problems prevent them from teleworking. Employees may be required to work at their regular in-person worksite or use vacation or other compensatory time. If compensatory time is not available, and the employee is unable to telework or work onsite at their regular worksite, the employee may be required to take time off without pay, unless stated otherwise by the City Auditor or the Mayor or designee in City guidance provided during a state of emergency.

## **H. Travel, Overtime, and Leave**

1. Auditor's Office human resources rules and the Fair Labor Standards Act continue to apply to employees while teleworking. Requests for overtime and requests for leave must be approved, in advance, by the employee's supervisor.
2. When teleworking, the employee's regular Auditor's Office worksite is the official workstation for purposes of travel expenses. Travel to and from the employee's regular Auditor's Office worksite and their alternate work site is not a reimbursable expense.

## **I. Alternate Worksite Requirements**

1. A teleworking employee is responsible for selecting an alternate worksite suitable for performing official Auditor's Office business. Requirements for the alternate worksite will vary depending on the nature of the work and equipment needed. Such requirements will be determined by the Auditor's Office.
2. Teleworking employees must work in an environment that allows them to perform their duties safely and efficiently. Employees are responsible for ensuring that their work areas comply with confidentiality, health, and safety requirements. For more information regarding ergonomics, see [Ergonomic Guidelines for Telework](#). For public records guidance, see [General Guidance for Telecommuting: Public Records](#).

3. The City is not liable for damages to an employee's personal or real property while the employee is working at their alternate worksite.

## **J. Confidentiality and Security**

Teleworking employees and their supervisors must identify any confidential, private, or personal information and records to be accessed remotely and ensure that appropriate safeguards are used to protect them.

1. The Auditor's Office may require employees to work in a private or secure location that affords adequate protection when handling confidential or sensitive material and may restrict an employee's use of files at the telework site.
2. The Auditor's Office may prohibit employees from printing confidential information in teleworking locations to avoid breaches of confidentiality.
3. Employees may not disclose confidential or private files, records, materials, or information, and may not allow access to City networks or databases to anyone who is not authorized to have access.

## **K. Telework Product, Document Retention, and Public Records**

1. Products, documents, and records used and/or developed while teleworking remain the property of the Auditor's Office and are subject to Auditor's Office rules regarding confidentiality and records retention, which may make employee-owned computers, cell phones, and storage devices subject to public records and evidentiary requests. Accordingly, to the extent that employees use their own devices to telework, they are encouraged to keep all documents and records in City-owned systems, such as cloud storage or VPN environments.
2. Employees must comply with requests to search for public records and/or produce for inspection their employee-owned computers, cell phones, and storage devices, to the extent that such inspection is required to comply with public records requests, subpoenas, and other evidentiary requests.



**L. Computer Hardware, Software, Equipment, and Supplies**

At minimum, employees who are teleworking must have access to a computer and the internet. Employees are fully responsible for establishing their own internet access.

1. The Auditor's Office may supply teleworking employees with City-owned computers and other equipment within reason. If these items are not provided by the Auditor's Office, the employee may use their personal computer equipment and/or furniture.
  - a. If necessary, the Auditor's Office will support employees in gaining remote access to needed data, software, systems, and networks beyond access to City email and Office 365 applications. For more information on technology options, see [Technology for Teleworking](#).
  - b. Any City computer hardware, software, equipment, and supplies provided by the Auditor's Office are the property of the City and may only be used for City-related business purposes. City standard computer equipment can be found on the Bureau of Technology Services' [Products Page](#).
    - i. A teleworking employee must protect City property from possible theft, loss, and damage. In the event of theft, loss, or damage, the teleworking employee may be liable for the replacement or repair of City property, in accordance with applicable laws on negligence or intentional conduct.
    - ii. At the conclusion of the telework arrangement (including separation from employment), the employee must return all City property to the Auditor's Office within 15 calendar days. If an employee fails to return City-owned property, the City may seek recovery for damages through any and all legal means.

- c. A teleworking employee must adhere to all software copyright laws and may not make unauthorized copies of any City-owned software.
  - d. Employees may not add hardware or software to City equipment without prior approval from their supervisor and without ordering and provisioning it in accordance with Technology Services requirements.
  - e. The teleworking employee is responsible for converting and maintaining files to City standard formats (e.g., Microsoft Word, Microsoft Excel, or Adobe PDF).
  - f. The teleworking employee is responsible for protecting the integrity and confidentiality of copyrighted software and sensitive City data and for following policies, procedures, and practices to the same extent applicable in the office.
  - g. If necessary, the teleworking employee is responsible for bringing a City laptop or other City equipment to the regular City work location for software and security updates and as otherwise required by Technology Services.
2. If City equipment is not provided, a teleworking employee must provide all computer equipment, telephone equipment, and furniture necessary to perform duties on non-City premises.
- a. Employees who use their personal equipment for teleworking are solely responsible for the installation, repair, and maintenance of the equipment.
  - b. If using personal equipment to telework, teleworking employees must understand and agree that the City is entitled to and may access any personal equipment, documents, and records used for City-related business purposes while teleworking, such as a personal computer, telephone, monthly bills, and/or internet records.

3. Requirements for use of Secure Remote Access to City systems via City equipment or non-City equipment are described in [Teleworking with Secure Remote Access](#) and [Technology Services Administrative Rule 2.04](#). The teleworking employee is responsible for ensuring that software used on non-City premises is compatible with City standards (e.g., Microsoft Office Suite).

## **M. Computer Support**

1. Technology Services may provide limited remote computer support on City-owned equipment. Such support may be limited to installing and removing City-owned software on a City-owned computer as well as diagnosis and resolution of problems with Technology Services supported software and/or hardware. It is possible that some updates will require that City-owned equipment be brought to a City facility. Teleworking employees in need of technology help should contact the [Technology Services Helpdesk](#) to discuss the best option for their situation.
2. Technology Services is responsible for maintaining and troubleshooting any City-owned computer equipment, such as laptop computers. Technology Services is not responsible for maintaining or troubleshooting non-City-owned computer equipment or software.

## **N. Reimbursable Expenses**

Generally, the Auditor's Office will reimburse a teleworking employee for work-related expenses that the Auditor's Office would have borne if the employee was working onsite in the office.

1. When possible, supplies required to complete assigned work at the telework work site should be obtained from the office during the teleworker's in-office work periods. Out-of-pocket expenses for materials and supplies that are otherwise available at the office will not be reimbursed.

2. The cost of internet access, personal equipment (if being used), and non-standard office supplies or non-standard equipment will be borne by the teleworking employee.

## **O. Emergencies**

1. During a state of emergency, if the Mayor or designee directs that all eligible employees are required to telework, the Auditor's Office will permit eligible employees to do so, regardless of whether the employee had a prior telework arrangement. Employees teleworking for more than 30 calendar days due to a state of emergency should complete a Telework Agreement as soon as reasonably possible, but no later than 60 calendar days after they begin teleworking.
2. In rare circumstances, such as a building fire or flood, the City Auditor may require eligible employees to temporarily telework until the damage is repaired.
3. During periods of inclement weather when the Mayor or designee closes City offices and directs that non-essential City employees will be paid for the day, eligible employees who are scheduled to telework should continue to work as normal. Eligible employees who would otherwise report to their regular work location on that day are encouraged to perform their work assignments by teleworking.

## **P. Workers' Compensation**

The City will process claims for work-related injury or occupational disease consistent with Oregon workers' compensation laws. See [Auditor's Office Administrative Rules 6.13 - Supplemental Workers' Compensation Benefits](#) and [7.08 - Injured Employee Return to Work](#) for more information.

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## **Auditor's Office Administrative Rule Information and History**

Questions about this administrative rule may be directed to the [Auditor's Office's Operations Management Division](#).

Adopted by the City Auditor December 11, 2017.

Adapted from [City of Portland Human Resources Administrative Rule 4.04 - Telework](#).

Adopted by Council March 6, 2002, Ordinance No. 176302.

Revised February 15, 2018.

Revised by the City Auditor on October 5, 2020, as an interim rule effective for not more than 180 days.

Amended by the City Auditor after a 30-day public comment period on [Month Day, Year].

## **CHAPTER XI: EMPLOYEE WORK LOCATION**

### **A. Purpose**

The Auditor's Office recognizes there are positive impacts of teleworking. However, the City and the Auditor's Office must also reasonably limit the substantial costs required to comply with out-of-state employment laws, including those related to compensation, leave, worker's compensation, and labor. This rule defines the area from which employees are expected to work.

### **B. Rule Read in Conjunction with Chapter X, Telework**

This rule shall be read in conjunction with Chapter X on Telework, as well as the Auditor's Office's current Telework Policy.

### **C. Geographic Work Location**

As a default, employees must report to work in the City of Portland at the applicable Auditor's Office location as directed. Employees who are eligible to telework may perform telework work within the states of Oregon or Washington.

### **D. Expectation**

Generally, employees must perform all work from within the states of Oregon and Washington, except for the following circumstances to allow for greater work-life flexibility.

1. Time-Limited Requests. In accordance with the Auditor's Office's Telework Policy, the Auditor's Office may permit an employee to work outside of Oregon or Washington for up to two weeks at a time and for no more than six total weeks in a calendar year. Employees must provide advance notice of all time-limited requests. Division Managers should determine approval of time-limited requests based on their assessment of whether the work performed by that position can be fully and satisfactorily performed in the location requested in alignment with the Auditor's Office's Telework Policy. Division Managers are accountable to ensure compliance within this rule. Failure to accurately account for employees'

time may be subject to discipline, up to and including termination.

2. Newly Hired Employees. Relocation into the geographic work location for new hires is expected to occur within 90 days of acceptance of an employment offer. The City Auditor may consider extenuating circumstances in setting the new hire relocation timeline.
3. No permanent exceptions to this rule are allowed.

#### **E. Temporary Exceptions Allowed to the Boundary**

Temporary exceptions to work outside of the geographic work location beyond two consecutive weeks in a calendar year may be granted for employees for rare and exceptional circumstances, upon advanced written request and approval of the City Auditor. The duration of the temporary exception may exceed a total of six weeks in a calendar year.

#### **F. Employees Working Outside the approved geographic area as of the policy adoption date**

Current Auditor's Office employees working outside the approved geographic work location as of the date of the adoption of this Rule are expected to come into compliance with the Rule no later than 90 days from the date of adoption of the rule and begin working within an approved work location. Failure to adhere to this policy shall be grounds for dismissal for failure to meet the minimum qualifications of their classification.

## **CHAPTER XII: INCLEMENT WEATHER**

### **A. Purpose**

Portlanders expect the City to offer continued public and emergency services during periods of inclement weather, including services provided by the Auditor's Office. However, the safety of Auditor's Office employees is paramount, and inclement weather can impact the ability of employees to safely report to work. This rule covers inclement weather conditions that may cause unsafe driving conditions for both public and private transportation and otherwise limit transportation or mobility.

### **B. Reporting to Work and Compensation During Inclement Weather**

All Auditor's Office employees are expected to report to work during periods of inclement weather, unless the Mayor (or if the Mayor is unavailable, the Council President) orders that City offices are closed.

1. If the Mayor or Council President orders a City-wide closure because of inclement weather, including delayed starts and early closures:
  - a. Most Auditor's Office employees have been designated as "non-essential." Non-essential employees are not required to report to work and will be paid for their normally scheduled hours during the closure, unless the Mayor or City Auditor establish otherwise. Casual, Casual Other, and contract employees are not paid for hours not worked.
    - i. Time entry is required for eligible positive pay employees who were scheduled to work during the closure. No time entry for the closure is required for negative time entry employees.
    - ii. No overtime will be paid to any employee for time not worked because of inclement weather.
  - b. The City Auditor may require "essential employees" to report to work or to work remotely during the closure, such as to perform management functions,



- provide final authorization for City contracts, facilitate access to City records, or provide support for City Council meetings.
- c. If the Mayor authorizes City employees to be paid for time not worked because of inclement weather, employees who are required to report to work will receive a deferred holiday equal to the number of hours the employee was regularly scheduled to work on the day of the event. Deferred holiday hours must be scheduled and used at a later date, using the proper time off request processes.
2. If City offices are open but an employee cannot safely travel to work or is permitted to arrive late or leave work early due to inclement weather, the employee must cover missed work hours by:
- a. Charging the absence to vacation leave or compensatory time;
  - b. Making up the hours using flex time, in accordance with Auditor's Office rules, if the flex time does not result in overtime or violate other Auditor's Office rules; or
  - c. Teleworking, if practical, including as an accommodation under the Americans with Disabilities Act when transportation for an employee with a disability is not accessible.

Use of sick leave is not permitted for absences due to inclement weather and not illness.

3. This rule is not intended to adopt pay practices contrary to federal and state wage and hour laws and regulations for employees exempt from overtime pay requirements.

## **C. Notifications**

Inclement weather closure announcements will be available on the City's website at: <http://www.portlandoregon.gov/>, or by phone by calling (503) 823-4000. The City will also issue text message alerts to employee phone numbers listed in SAP.

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This Chapter was adapted from:

[City Human Resources Administrative Rule 4.11 Inclement Weather](#). Adopted by Council on March 6, 2002 (Ordinance No. 176302). Last revised January 1, 2020.

Originally adopted by the City Auditor as AUHR 4.11 – Inclement Weather on December 11, 2017. Revised by the City Auditor on April 5, 2019 and renumbered as ARA 3.04.11.

## CHAPTER XIII: TRAVEL

### A. Purpose

The Auditor's Office recognizes that there is value in authorizing employees to travel for work-related reasons, including to further an employee's professional development and skills. Travel for Auditor's Office business may include but is not limited to trainings, conventions, conferences, professional association meetings, and other relevant events. This rule sets forth rules and procedures for travel by employees and other individuals authorized to travel for Auditor's Office business. This rule is consistent with City human resources rules, and provides added guidance, including regarding practices specific to the Auditor's Office.

### B. Employee Conduct During Travel

The City's [Code of Ethics](#) and applicable [Auditor's Office administrative rules](#) related to employee conduct apply to employees while traveling for Auditor's Office business.

### C. Travel Advances

In general, travel advances are not permitted. The City Auditor may approve exceptions to this rule for per diem costs, on a case-by-case basis, to avoid creating a financial hardship for a traveler. A request for a travel advance must be submitted to the City Auditor in writing. Any excess travel advances must be returned within 30 calendar days from the date the travel was completed.

### D. Travel-Related Expenses, Generally

1. In accordance with [FIN 6.13.01 – Allowable Expenses Related to Travel](#), allowable travel expenses may include conference or event registration fees, airfare and other transportation expenses, lodging expenses, per diem costs, and certain miscellaneous expenses.
2. Expenses that are unrelated to Auditor's Office business are not eligible for reimbursement, such as:
  - The additional cost of travel by an indirect route;

- Travel for accompanying companions;
  - Incremental costs incurred to add personal travel to Auditor's Office travel; and
  - Any penalties for changes to or cancellation of personal travel.
3. Travelers must exercise good judgment, regard for economy, and recognition of the proper use of public monies while traveling for Auditor's Office business. Travelers must select the method of transportation that is most advantageous to the Auditor's Office, considering the total cost of the travel (including actual transportation and per diem costs, overtime, and lost work time), the distances traveled, places visited, energy conservation, and the number of travelers.
4. ***Whenever possible, travelers must purchase travel expenses in a manner that allows for direct payment by the Auditor's Office***, such as by using an Auditor's Office procurement card or through direct invoicing to the Auditor's Office.
- a. In limited circumstances in which direct payment is not feasible (e.g., paying a bus fare), a traveler may use a personal method of payment, such as cash or a credit or debit card, and request reimbursement in accordance with this rule.
  - b. The Auditor's Office reimburses travelers for per diem costs and personal vehicle mileage based on standard rates established by federal agencies, rather than on receipts. Travelers may therefore pay for expenses covered by per diem and mileage reimbursement rates using any method of payment.

#### **E. Prohibited Travel Destinations**

The Mayor or City Council may determine that City resources should not be used to travel to certain jurisdictions that have enacted discriminatory laws. Before proposing travel, travelers must consult [FIN 6.13.02 - Prohibited Travel Destinations](#) to determine whether travel to their destination is prohibited. If Auditor's Office responsibilities require travel to a prohibited destination, the Division manager must consult the City Auditor.

## **F. Air Travel**

1. Air travel must be purchased through the City Travel Agent or using an Auditor's Office procurement card. Reimbursement for airfare based on receipts is not permitted.
2. Air travel must be approved, in accordance with Section M of this rule, prior to booking.
3. Expenses for air travel should be the lowest cost practical alternative, based on a comparison of available fares and business needs. The traveler must:
  - a. Fly coach class, regardless of the funding source, unless the difference is paid from the traveler's personal funds.
  - b. Submit documentation with the pre-travel authorization form showing the lowest available airfare for a direct route to their destination, such as a screenshot from an online airfare search engine (e.g., Orbitz, Expedia).
  - c. Provide a brief explanation for any proposed airfare that exceeds the lowest available rate. For example, a more expensive airfare may be justified for a non-stop flight that saves significant time or for flight times that avoid lodging costs.
4. A copy of the travel statement or airline booking confirmation must be submitted post-travel as supporting documentation.
5. The Auditor's Office will not pay for airport parking unless the traveler can show that airport parking is more cost-effective than other travel methods (e.g., TriMet, taxi, private for-hire vehicle). The total cost of other methods of travel, including actual transportation costs, lost work time, and overtime, may be considered. The City Auditor may approve exceptions to this rule, on a case-by-case basis, when a request for an exception is submitted in writing.

## **G. Lodging Expenses**

The Auditor's Office will pay for lodging expenses, in accordance with [FIN 6.13.01](#), for travel that requires an overnight stay. Lodging expenses cover the costs of a standard single occupancy room and should be reasonable. An itemized lodging receipt must be submitted post-travel as supporting documentation.

## **H. Per Diem**

1. The per diem rate for out of-town, overnight, and qualifying day travel is calculated in accordance with [FIN 6.13 – Overnight and Out-of-Town Travel](#) and [FIN 6.13.01](#). The per diem rate covers meals (meal expenses, taxes, and gratuities), and incidental expenses, such as gratuities to baggage carriers and housekeeping.
2. Travelers do not receive a per diem for local travel and are generally expected to provide their own meals and refreshments while attending meetings and trainings that do not require out-of-town or overnight travel. However, reimbursement for non-travel meals may be permitted in limited circumstances, in accordance with [FIN 6.14 – Non-Travel Food and Related Miscellaneous Expenses](#).

## **I. Transportation Expenses**

1. The Auditor's Office will pay for transportation expenses in accordance with [FIN 6.13.01](#). Receipts or other approved evidence of transportation expenses must be submitted post-travel as supporting documentation.
2. Employees are encouraged to use video or teleconferencing or alternative modes of transportation, such as walking, biking, transit, and carpool, to relieve road congestion, reduce harmful emissions, and improve employee health. Division managers are encouraged to recognize that employees using public transportation may require extra time to travel for Auditor's Office business.

## **J. Travel by Car: Motor Pool and Personal Vehicles**

1. When travel by car is required for Auditor's Office business, travelers must use a Motor Pool vehicle, instead of a personal vehicle, unless:
  - a. A Motor Pool vehicle is not available for pick-up when the employee needs it (e.g., vehicles are unavailable, or Motor Pool hours are not conducive to travel times); or
  - b. The use of a personal vehicle is more cost-effective than using a Motor Pool vehicle (e.g., the mileage reimbursement cost for using a personal vehicle is lower than the cost of using a Motor Pool vehicle).
2. Travelers must obtain advance approval, in accordance with Section M of this rule, prior to driving a Motor Pool vehicle for Auditor's Office business or seeking reimbursement for the use of a personal vehicle.
  - a. Motor Pool vehicle use must be approved in accordance with [Chapter XIII – Vehicle Use](#) and the [City's Motor Pool rules and procedures](#).
  - b. Use of a personal vehicle for Auditor's Office business will not be reimbursable unless the traveler provides documentation showing that a Motor Pool vehicle is not available or that the use of a personal vehicle is more cost-effective.
    - i. Approved travel using a personal vehicle is reimbursed at the current Internal Revenue Service standard mileage rate.
    - ii. Travelers must consult the [Motor Pool website](#) and use current Motor Pool rates to compare costs. In addition, fuel at a City station is included in the Motor Pool rate, and Motor Pool vehicles identified by public registration plates may park on Portland streets, for free, for the maximum meter hours posted.
3. The Auditor's Office will not reimburse employees for commuting miles or expenses, regardless of the employee's regular mode of transportation used in their commute.

- a. Parking near an employee's regular workplace is a commuting expense and is not eligible for reimbursement, regardless of whether parking was needed on the employee's regular workday.
- b. Miles driven between an employee's residence and work locations other than the employee's regular workplace (such as for training, fieldwork, or a meeting) are not considered to be commuting miles and are eligible for reimbursement.

Example: On Tuesday morning, an employee drives from home to their regular workplace at City Hall. That afternoon, the employee drives from City Hall to a training that is not readily accessible via public transportation. After the training, the employee drives directly home. No Motor Pool vehicles were available, and the Division manager approved the use of a personal vehicle to drive to the training.

- i. The employee may not be reimbursed for miles driven from home to City Hall.
- ii. The employee may request reimbursement for:
  - A. The miles driven from City Hall to the training.
  - B. The lesser of the distance between the training and the employee's home or the distance between the training and City Hall.
  - C. Any parking fees incurred at the training location. The employee may not request reimbursement for parking at or near City Hall.
- c. The City Auditor may approve exceptions to this rule, on a case-by-case basis, when a request for an exception is submitted in writing. For example, the City Auditor may choose to approve reimbursement for mileage when:



- i. An employee who normally uses public transportation to commute to work is required to attend a meeting after work that is outside of public transportation hours (e.g., a Citizen Review Committee meeting) and must drive a personal vehicle to get home after the meeting.
- ii. An employee is required to come to their regular workplace for a specific work-related event held on a non-workday. However, the Auditor's Office will not reimburse mileage for an employee who comes into the office on a day they typically work from home, or when an employee chooses (but is not required) to work outside of their regular work schedule.

#### **K. Miscellaneous Travel Expenses**

The Auditor's Office will pay for other business-related expenses, such as internet access charges and checked baggage fees, in accordance with [FIN 6.13.01](#).

#### **L. Authority to Approve Travel Requests and Expenses**

1. The City Auditor authorizes Division managers to:
  - a. Approve travel requests, including approving requests for local travel and travel authorization forms.
  - b. Approve post-travel expense forms, subject to final approval by the Operations Management Director.
  - c. Delegate travel approval authority to supervisors, either for a specific time period or for specific employees or groups, with notice to Operations Management; provided that a Division manager may not delegate travel authority for out of town travel.
2. The City Auditor authorizes the Operations Management Director to review and approve travel requests and expenses submitted by Division managers, and to review and approve all travel authorization forms for payment and submission to the Accounting Division. The Chief Deputy Auditor may approve travel requests in lieu of the Operations Management Director.

3. Travel requests and expenses by the Chief Deputy City Auditor and General Counsel must be submitted to the City Auditor for approval.

### **M. Pre-Travel Approval Process**

All anticipated travel expenses must be documented, reviewed, and approved **prior to travel**. Advance approval is needed to give managers the information needed to determine whether sufficient budget exists to cover the costs of the travel, evaluate whether the proposed travel is a good use of Auditor's Office resources, and ensure that all travel expenses are needed, reasonable, and for authorized purposes.

1. Travelers must obtain advance approval from their Division manager or other authorized person for any local travel for which the traveler will request reimbursement. Whenever possible, such advance approval must be in writing.
2. Travelers must obtain advance approval for out of-town, overnight, or qualifying day travel using the electronic [Travel Authorization](#) form and [Per Diem Calculator](#).
  - a. Travelers must list all anticipated expenses associated with the travel on the [Travel Authorization form](#) and [Per Diem Calculator](#). The [Per Diem Calculator](#) will automatically calculate meal and incidental expenses.
  - b. Travelers must submit a brief explanation for any lodging expenses that are significantly higher than the published [General Services Administration](#) rate.
3. Any travel requests that exceed \$2,000 must be pre-approved by the City Auditor.

### **N. Recording and Reimbursing Travel Expenses: Local Travel**

1. Travelers may request reimbursement for approved local travel expenses, such as mileage, parking, and other transit costs, as follows:

- a. Travelers with local travel expenses less than \$100 in any calendar month, including local mileage, must submit the receipt(s) and an approved [Mileage Reimbursement](#) form.
  - b. Travelers with \$100 or more in local travel expenses during any calendar month must use the [Mileage Reimbursement](#) form; use of petty cash is not permitted.
2. Travelers must complete and submit the [Mileage Reimbursement](#) form electronically.
- a. The mileage requested on the [Mileage Reimbursement](#) form must reflect the most direct route to the destination. Travelers will not be reimbursed for miles unrelated to Auditor's Office business (e.g., going outside the trip route for lunch).
  - b. The traveler must submit the following supporting documentation with the [Mileage Reimbursement](#) form:
    - i. A printout from an online mapping program (e.g., Google Maps, MapQuest) showing the most direct route to the destination. The mileage requested on the [Mileage Reimbursement](#) form must match the documentation.
    - ii. The event or meeting registration confirmation, calendar appointment, or other documentation showing the time, location, and purpose of the event or meeting. Division managers may require additional proof of attendance.
    - iii. Parking receipts, if parking costs are claimed.
  - c. Travelers who drive a personal vehicle for Auditor's Office business multiple times a month must submit the [Mileage Reimbursement](#) form on a monthly basis (e.g., all miles driven in October must be reported on a single form).

- d. Travelers must submit the [Mileage Reimbursement](#) form to their Division manager as soon as possible after traveling, but no later than 30 days after the end of the month in which the travel occurred. To allow for end of the fiscal year processing, June 25 is the deadline for submitting travel forms for travel conducted prior to June 25, and any travel conducted between June 25 –June 30 will be allocated to the following fiscal year.
  - e. ***Late reimbursement requests will be denied unless Operations Management finds good cause to approve a late request. Except as noted above, any reimbursement requests received after the fiscal year end will be denied.***
  - f. Travelers must review all forms carefully, prior to submission, to ensure that the information is complete and accurate and that all required supporting documentation is attached.
3. Division managers must review [Mileage Reimbursement](#) forms to ensure accuracy and completeness and return any inaccurate or incomplete forms to the traveler for correction.
4. The Division manager will submit the approved [Mileage Reimbursement](#) form and all supporting documentation to Operations Management for processing, approval, and submission to the Accounting Division.
5. It is vital that every employee in the reimbursement chain comply with these rules and avoid errors.

#### **O. Recording and Reimbursing Travel Expenses: Out-of-Town, Overnight, and Qualifying Day Travel**

Out-of-town, overnight, and qualifying day travel expenses will be recorded and reimbursed in accordance with [FIN 6.13](#) and [FIN 6.13.01](#). Reimbursement through petty cash is not permitted for out-of-town, overnight, or qualifying day travel.

1. Within one calendar week after returning from travel, travelers must update the saved, pre-travel [Travel Authorization](#) form with all actual travel-related expenses and must compile all required receipts and supporting documentation.
  - a. Itemized receipts are required as supporting documentation for travel-related expenses other than per diem costs and personal vehicle mileage, whenever possible. Bank statements may not be submitted.
    - i. To substantiate travel expenses, receipts should include the vendor and the amount, date, place, and type of expense.
    - ii. If not already listed, a destination must be added to receipts for local transportation such as a shuttle, taxi, private for hire vehicle, or bus.
    - iii. Car rental receipts should be itemized.
    - iv. For air travel, a copy of the travel statement provided by the travel agent, online travel company, or airline is required.
  - b. If actual travel expenses are 10% or more above the pre-travel approved estimate, the traveler must submit a written justification for the additional expenses.
2. Any traveler requesting reimbursement for the use of a personal vehicle for out-of-town, overnight, or qualifying day must complete the [Travel Authorization](#) form and [Mileage Reimbursement](#) form.
  - a. Reimbursement for transportation to and from the destination is based on the lesser of the distance between the traveler's home and the destination or the distance between the traveler's regular workplace and the destination.
  - b. The Auditor's Office will not reimburse for mileage in an amount greater than the cost of available roundtrip airfare to the destination without written justification.

- c. The mileage requested must reflect the most direct route to the destination.
  - i. Documentation showing the shortest distance to the destination, such as a printout from an online mapping program (e.g., Google Maps or MapQuest), must be submitted. The mileage requested on the [Mileage Reimbursement](#) form must match the documentation.
  - ii. Employees will not be reimbursed for miles driven that are unrelated to Auditor's Office business (e.g., going outside the trip route for lunch).
- 3. Travelers must submit the updated [Travel Authorization](#) form and all required receipts and supporting documentation as soon as possible after traveling, but no later than 30 days after the end of the month in which the travel occurred. To allow for end of the fiscal year processing, June 25 is the deadline for submitting travel forms for travel conducted prior to June 25, and any travel conducted between June 25 –June 30 will be allocated to the following fiscal year.
  - a. ***Late reimbursement requests will be denied unless Operations Management finds good cause to approve a late request. Except as noted above, any reimbursement requests received after the fiscal year end will be denied.***
  - b. A "timely accounting" is generally considered to be within 30 days of the date the expense is paid or incurred. Travelers who fail to provide a timely accounting of their travel-related expenses may be denied future travel. If travel expenses paid for by the Auditor's Office are not substantiated through a timely accounting, the amount received may be reported as taxable income to the employee.
  - c. Travelers must review travel forms carefully, prior to submission, to ensure that the information is complete and accurate and that all required supporting documentation is attached. Travelers who fail to provide a proper accounting of their travel-related expenses may be denied future travel.

- d. Travelers who fail to provide a proper or timely accounting of their travel-related expenses may be subject to employee discipline. For example:
  - i. The first time an employee submits late travel forms, the employee may be given an oral or written warning and a reasonable opportunity to modify their behavior. Progressive discipline may be applied for repeated late submissions.
  - ii. Falsifying travel documentation is a serious offense for which more significant employee discipline is warranted, up to and including termination.
4. Division managers must review the [Travel Authorization](#) form and the [Mileage Reimbursement](#) form, if applicable, to ensure accuracy and completeness and return any inaccurate or incomplete forms to the traveler for correction.
5. The Division manager will submit the approved [Travel Authorization](#) form / [Mileage Reimbursement](#) form and all supporting documentation to Operations Management for processing, approval, and submission to the Accounting Division for payment.
6. It is vital that every employee in the reimbursement chain comply with these rules and avoid errors.

## **P. Public Records**

Travel records are public records and may be accessible to the media and members of the public. For privacy reasons:

1. Travelers should avoid listing “home” or their home addresses on travel records, but may instead list an intersection near their home (e.g., “SE 25<sup>th</sup> Ave. and SE Main”).

2. Restricted or confidential information should be redacted from receipts, in accordance with [Auditor's Office Administrative Rule 3.11 – Ethical Conduct, Chapter IV: Protection of Restricted and Confidential Information](#). For example, the following types of information should be redacted:
  - Social security, Driver's license, passport, or other identification numbers.
  - Financial account, credit card, or debit card numbers, or any required security or access code or password that allows use of the account.
  - Information indicating age, birthdate, gender, race, ethnicity, and/or disability.
  - Criminal record information.
  - Protected health information, including but not limited to an employee's medical information and all information protected by the Americans with Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act (HIPAA).
  - *For an employee:* An employee's residential address, residential telephone number, personal cellular telephone numbers, personal electronic mail address, or emergency contact information.
  - *For a non-employee:* A person's first name or first initial and last name in combination with their home address and telephone number.

#### **Q. Personal Use of Travel Incentives Prohibited**

1. Oregon ethics laws prohibit employees from collecting and using travel incentives for personal use. Travel incentives may include but are not limited to:
  - Frequent flyer miles for air travel
  - Bonuses, points, or free rental days or hotel stays acquired through a lodging, rental car, or other company-based loyalty program
  - Compensation for being "bumped" off an overbooked flight (such as a coupon for future travel).
2. Travelers may not reference personal travel incentive plan numbers when booking travel or traveling for Auditor's Office business.



3. Credit card points earned by travelers who use their personal credit cards for travel expenses are not included in this prohibition. Such points are considered a fringe benefit of employment and may have tax implications. Travelers are solely responsible for reporting any such benefits; the Auditor's Office will not issue a Form 1099-MISC.
4. Lodging or meal vouchers issued because of a delay in travel that are used at the time of travel are not considered to be travel incentives for purposes of this rule.
5. Any redeemable awards earned because of travel for Auditor's Office business must be redeemed for Auditor's Office travel, but may not be used for upgrades above normal travel standards. For example, awards may not be used to upgrade to a first-class airline ticket or for a luxury rental car or hotel room.

## **R. Exceptions**

The City Auditor may work with the City Controller to make exceptions to this rule, as needed, for specific unique situations or to provide reasonable accommodations.

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This Chapter was adapted from:

[City of Portland Human Resources Administrative Rule 4.10 - Travel](#). Adopted by Council on March 6, 2002 (Ordinance No. 176302). Last revised April 25, 2016.

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## **CHAPTER XIV: VEHICLE USE**

### **A. Purpose and Applicability**

The purpose of this rule is to limit the City's financial risk and to maximize the safety of drivers, passengers, and the public when vehicles are driven on Auditor's Office business.

This rule applies to all Auditor's Office employees, volunteers, and others authorized to drive on Auditor's Office business in any vehicle. This rule covers only the driving of vehicles; it is not intended to cover the operation of equipment. Auditor's Office managers and supervisors are responsible for enforcing this rule and must ensure that all employees who drive are notified of the rule and the potential consequences of violations.

Unless otherwise noted in this rule, this policy defines the minimum standards for all Auditor's Office employees. Requests to deviate from this policy must be submitted in writing, reviewed by the City's Risk Management Division and Fleet Services, and approved by the City Auditor.

### **B. Use of City Vehicles**

1. Auditor's Office employees are prohibited from authorizing or allowing the use of any City vehicle for any purpose except official Auditor's Office business, except that a City vehicle may be used to accomplish brief personal tasks or business, incidental to official use, within an area near the official use, such as a stop for a personal errand or a meal between business appointments that is on the way.
2. The use of a City vehicle to commute to and from work is prohibited unless approved by the City Auditor for temporary use on a case-by-case basis, in compliance with the [CityFleet Take Home Vehicle Policy](#).

### **C. Driver Qualifications**

City vehicles may be driven for Auditor's Office business only by qualified drivers, authorized by the Auditor's Office, who are a current Auditor's Office employee, an officer or legal agent representing the Auditor's Office, or a volunteer or other person acting on behalf of the Auditor's Office.

1. The Auditor's Office will allow only qualified drivers to drive City, Fleet, or other designated vehicles on Auditor's Office business, and must find that all of the following eligibility criteria set forth in this rule are met before authorizing a person to drive on Auditor's Office business. The qualified driver must:
  - Be at least 18 years old;
  - Possess a valid, unrestricted driver's license, free of interlocking or other monitoring device requirements, and possess the necessary license or certification for the vehicle being driven;
  - Have and maintain an acceptable motor vehicle record, as determined by Risk Management;
  - Successfully complete a defensive driving course approved by Risk Management within three months of receiving driving privileges and every three years thereafter; and
  - If relocating to Oregon or Washington, follow all Oregon or Washington rules for obtaining a driver's license and notify their supervisor of the new license number.
2. Auditor's Office employees must be entered into the City Motor Vehicle Record monitoring system before they are allowed to drive on Auditor's Office business. Risk Management monitors employees' motor vehicle records and will notify the Auditor's Office if an employee's driving record fails to meet the City's eligibility criteria. It is the responsibility of drivers to restore their drivers licenses or rehabilitate their motor vehicle record to restore their qualifications.
3. The Auditor's Office may require non-City employees or job candidates to submit motor vehicle records to City Risk for evaluation per [Auditor's Office Administrative Rule 3.03 – Recruitment and Hiring, Chapter V: Background Checks and Employment Verification](#).

## **D. Driver Responsibilities**

When driving a City, Fleet, or other designated vehicle on Auditor's Office business:

1. The driver must inspect the vehicle prior to each trip to ensure the vehicle is in safe operating condition prior to use.
2. The driver and all passengers must wear seat belts when the vehicle is in motion.
3. No person may smoke or carry any lighted smoking / vaping instrument in any City-owned or leased motor pool vehicle. See [Chapter III: Smoking and Tobacco](#).
4. The driver must be familiar with and comply with all applicable state and local driving laws. Oregon Driver Manuals are available at any DMV office or on the [DMV website](#).
5. The driver must be familiar with and comply with all applicable parking regulations. Employees are required to report any parking violations in a City or Fleet vehicle to their supervisor by the beginning of the next work shift. Drivers are personally responsible and liable for any fines and must pay or resolve fines promptly.

NOTE: City vehicles identified by public registration plates may park without fee for the maximum time limit allowable at metered spaces. However, City vehicles are subject to ticketing if the vehicle remains past the maximum time allowed on the meter and/or the vehicle does not have public registration plates.

6. The driver must obey City and Auditor's Office safety policies and rules.
7. No person may drive on Auditor's Office business while operating a cell phone or other mobile communication device, with or without a hands-free accessory, except:

- a. Drivers may use a hands-free mobile electronic device for GPS / wayfinding, using the audible function on the device.
  - b. Drivers may make or receive calls for emergency dispatch, reporting illegal activity, or to prevent injury to people or property. Drivers must make every effort to safely park the vehicle, if possible, before making such calls.
  - c. Drivers who use fixed mounted two-way radios are permitted to monitor the radio and briefly respond. If a longer response is needed, the driver is expected to park the vehicle before making the call.
8. The driver must notify their supervisor by the beginning of the next work shift after receiving a notice of a traffic crime, violation, and/or offense while driving on Auditor's Office business. Drivers are personally responsible and liable for any traffic crimes, violations, and/or offenses and must pay or resolve fines promptly.
9. Crashes involving vehicles used to conduct Auditor's Office business are subject to a Crash Analysis Review. In addition, in the event of a crash:
  - a. *While driving a City, Fleet, or other designated vehicle:* The driver must notify the vehicle owner, immediately notify their supervisor, and complete and submit any DMV or other state reports or forms. Each City vehicle carries a Vehicle Crash Reporting Kit containing an insurance card, report form, and instructions.
  - b. *When driving a non-City owned vehicle on Auditor's Office business:* The driver must immediately notify their supervisor and fill out the Vehicle Crash Reporting Kit available on-line as soon as possible.
10. The driver must notify their supervisor of any license restriction, suspension, or revocation, no later than the beginning the next work shift.
11. Only authorized passengers may ride in City vehicles and other vehicles used for Auditor's Office businesses. Authorized passengers include:

- Auditor's Office employees conducting Auditor's Office business
  - Officers and legal agents representing the Auditor's Office
  - Volunteers acting on behalf of the Auditor's Office
  - Vendors and contractors working on behalf of the Auditor's Office
  - Participants in official Auditor's office business and programs
  - Representatives of governmental agencies working with the Auditor's Office
  - Other persons, with prior authorization by the Auditor's Office
12. City Motor Pool fueling facilities must be used whenever possible for City vehicles. The driver must complete all required training before using the fueling system.
13. Weapons are not permitted in City vehicles. This section does not apply to sworn police officers. See [Chapter V: Workplace Violence Prohibited](#).
14. The driver must maintain a clean vehicle.
15. The driver must report City vehicle damage, safety issues, or mechanical problems to Fleet Services, and make City vehicles available for scheduled service. Fleet Services is responsible for providing all vehicle modifications to City vehicles. The Auditor's Office and drivers may not make modifications or have them made in any other location.

## **E. Prohibited Activities**

The following prohibited activities may result in disciplinary action and/or the withholding of driving privileges:

1. Driving while impaired.
2. Preventable crash(es) while driving in the course and scope of employment, whether in the employee's private vehicle or while using a City vehicle.

3. Citation(s) while driving in the course and scope of employment, whether in the employee's private vehicle or while using a City vehicle.
4. Restrictions, suspensions, or revocation of a motor vehicle license by a state Department of Motor Vehicles.
5. Designation as a Habitual Offender by the Oregon Department of Motor Vehicles, as a Habitual Traffic Offender by the Washington Department of Licensing, or the equivalent from another state.

#### **F. City-Wide Motor Vehicle Record Monitoring System**

Auditor's Office employees and non-employees who drive on Auditor's Office business will be entered into the City-wide motor vehicle record monitoring system at the time of hire or upon receiving driving privileges, and their drivers' licenses and motor vehicle records will be monitored.

1. All drivers must notify Operations Management if they become licensed in a different state within 30 days of the change.
2. Operations Management will notify Risk Management of other driver changes (e.g., new license numbers, reassignment to non-driving duties, terminations, retirements, end of a temporary appointment) within 60 days. Upon notification, Risk Management will update the City-wide driver tracking system.

#### **G. Privately Owned Motor Vehicles**

Use of a personal vehicle for official Auditor's Office business is voluntary unless stated as a condition of employment. An employee's supervisor may authorize use of a private vehicle for transportation to alternative work locations or for local or out of town travel. Drivers are responsible for ensuring the vehicle is in sound mechanical condition and adequate for providing the required transportation in a safe manner.

See [Chapter XII: Travel](#).

This Chapter was adapted from:

[City Human Resources Administrative Rule 4.13 – Vehicle Loss Control](#). Adopted by Council on March 6, 2002 (Ordinance No. 176302). Last revised February 15, 2018.



## **CHAPTER XV: COMMUNITY RELATIONSHIP BUILDING PROGRAM**

### **A. Purpose**

The Auditor's Office recognizes that building long-term, reciprocal relationships with community-based organizations is a key component of the Auditor's Office's outreach and equity efforts. To help facilitate relationship-building, the Auditor's Office has initiated a three-year pilot that allows Auditor's Office employees to use up to 16 hours of paid work time per year to provide qualifying services to community-based organizations ("Community Relationship Building").

Community Relationship Building is intended to be a coordinated, office-wide effort that complements the Auditor's Office's more traditional outreach, networking, and relationship-building efforts. The purpose is to:

- Advance the Auditor's Office's equity and communication plan goals of building partnerships with community-based organizations.;
- Raise community awareness about the services and information available from the Auditor's Office, with a focus on historically underserved communities; and
- Provide services that enhance and serve the communities in the Portland area.

This rule sets forth Community Relationship Building requirements. This rule does not apply to outreach, networking, and relationship-building activities that employees perform as part of their regularly assigned work duties, or to volunteer activities performed by employees in their personal time. See [Auditor's Office Administrative Rule 3.11 – Ethical Conduct, Chapter VIII: Outside Employment and Volunteer Activities](#).

The City Auditor reserves the right to change the terms and conditions of this pilot, or to terminate Community Relationship Building, at any time, without prior notice.

### **B. Amount of Time**

Eligible full-time employees may use up to 16 hours of paid work time per calendar year to provide qualifying Community Relationship Building services to qualifying 501(c)(3) nonprofit organizations. Eligible part-time employees may use hours on a prorated basis.

1. Time may be used during the workday, or time spent during non-work hours may be flexed during the workweek.
2. Unused available hours in one calendar year will not roll over to the next year.

### **C. Employee Eligibility**

All regular, non-represented Auditor's Office employees may participate in Community Relationship Building, unless:

1. The employee is not meeting performance standards. Factors that may be taken into consideration include but are not limited to quality of work, daily work habits, and employee leave balances.
2. The employee has been disciplined for misuse of time or a related policy infraction within the last year.
3. The employee misuses Community Relationship Building time, such as by claiming time when qualifying services were not provided. Employees who abuse Community Relationship Building may also be subject to discipline in accordance with Auditor's Office Administrative Rule 3.05 - Discipline.
4. The employee's use of Community Relationship Building is not working to advance the purposes of this rule.
5. The pilot is discontinued.

### **D. Qualifying Organizations**

1. To qualify for Community Relationship Building:

- a. The organization must have 501(c)(3) nonprofit tax status. Employees can confirm an organization's 501(c)(3) status on the Internal Revenue Services' [website](#).
- b. The mission of the organization must be focused on underserved communities in the Portland area or the organization must be led by historically underrepresented Portlanders / communities. Examples of organizations focused on underserved communities in the Portland area include:
  - Asian Pacific American Network of Oregon (APANO)
  - Northwest Health Foundation
  - Disability Rights Oregon
  - Immigrant and Refugee Community Organization (IRCO)
  - Latino Network
  - Momentum Alliance
  - Native American Youth and Family Center (NAYA)
  - Q Center (NOTE: Organization has a tax-exempt 501(c)(3) status under the name *LGBT Community Center Fund*)
  - Street Roots
  - YWCA of Greater Portland
  - Muslim Educational Trust
  - National Alliance on Mental Illness of Clackamas County
  - Unite Oregon
  - Habitat for Humanity
  - Oregon Food Bank
  - Big Brothers-Big Sisters
  - Hacienda Community Development Corporation
  - Living Cully
  - Verde
  - Wisdom of the Elders
  - Black Parent Initiative
  - Portland Opportunities Industrialization Center

This list is not exhaustive, but can be used to generate ideas. Employees may propose organizations that serve underserved communities but are not on this list.

- c. Providing services to the organization may not create a conflict of interest or the appearance of a conflict of interest for the employee or Auditor's Office, and the services may not impair independence, as described further in Section F.
- 2. Organizations that discriminate based on race, ethnicity, religion, gender, marital status, familial status, national origin, age, mental or physical disability (as defined by the Americans with Disabilities Act and state law), sexual orientation, gender identity, source of income, protected veterans' status, or any other protected status under applicable law, do not qualify.

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#### **E. Qualifying Services**

- 1. Employees proposing Community Relationship Building must demonstrate that the services and/or time at the organization is intended to meet the following goals:
  - a. Advancing the Auditor's Office's equity and communication plan goals of building relationships with community-based organizations.
  - b. Raising community awareness about the services and information available from the Auditor's Office, with a focus on historically underserved communities.

**NOTE:** If the Community Relationship Building services do not directly lend themselves to raising awareness about the Auditor's Office, employees should look for other opportunities to share information about the Auditor's Office's

work. For example, an employee serving meals to people experiencing houselessness is not expected to distract organization staff or tell each person they serve about the Auditor's Office. However, the employee is expected to find a time to share information about the Auditor's Office with the organization's staff, and to share information with the organization's clients when appropriate.

- c. Providing services that enhance and serve communities in the Portland area.
2. Supervisors may approve Community Relationship Building only if the services or time spent at the organization are intended to meet all three goals. Many activities that provide important community services will not qualify because they offer only limited opportunities for relationship building and/or outreach about the Auditor's Office.

Example: Packing food at a food bank provides an important community service, but will generally not qualify if the services are performed primarily with other volunteers and offer little opportunity for relationship building or outreach. However, providing other types of services to the food bank, such administrative services or assisting at a food distribution event, may qualify if the services are likely to meet all three goals.

3. Employees should be responsive to the needs of the organizations in terms of hours and the type of work they perform. Providing services over an extended period of time is generally preferred to help develop and sustain long-term community partnerships.
4. Examples of services that may qualify include:
  - Becoming a Big Brother or Big Sister
  - Performing administrative work for an organization on a quarterly basis
  - Assisting an organization to organize or hold a community event
  - Serving food to people experiencing houselessness at a soup kitchen
  - Helping to digitize an organization's newspaper archive

5. Examples of services that will not qualify include:

- Coaching your child's basketball team or serving as your child's scout leader
- Attending your child's school conference
- Attending a professional, religious, or personal interest conference
- Canvassing for a political candidate or ballot initiative
- Serving on the governing Board of an organization
- Volunteering for a City Bureau

6. Employees can work individually or with other employees on a team, and may volunteer for more than one organization.

**F. Potential Conflicts of Interest / Independence Impairments**

Community Relationship Building may not create a conflict of interest or the appearance of a conflict of interest, or interfere with the structural independence of the Auditor's Office (such as providing services to a City bureau).

1. The Division manager, in consultation with the City Auditor, will determine whether services create a conflict of interest or impair independence.
2. An organization that receives funding from the City may qualify for Community Relationship Building, but this fact must be disclosed and considered to determine whether the funding may create a conflict of interest or raises independence concerns.
  - a. The employee must determine whether the organization receives funding from the City, a City Bureau, or Prosper Portland, and disclose such funding on the [COMMUNITY RELATIONSHIP-BUILDING APPROVAL](#) form.
  - b. Employees must immediately inform their Division manager, in writing, if services provided to an organization include financial transactions or financial decisions involving funds received directly or indirectly from the City.

3. Employees must immediately inform their Division manager if a new Auditor's Office assignment or a change in services provided to an organization may raise concerns.

Example: If Audit Services plans to audit a City program that provides funding to an organization, and an employee uses time under this rule to provides services to the organization, the employee must immediately notify their Division manager.

## **G. Approval Process**

Supervisor approval is required before an employee may participate in Community Relationship Building. Approval is at the discretion of the supervisor.

1. To request approval, employees must submit a completed [COMMUNITY RELATIONSHIP-BUILDING APPROVAL](#) form to their supervisor.
2. Upon receipt of an approval form, the supervisor must determine whether:
  - a. The employee is eligible for participation (Section C), the organization qualifies (Section D), the proposed services qualify (Section E).
  - b. The proposed Community Relationship Building creates a conflict of interest / appearance of a conflict of interest or impairs independence (Section F).
  - c. The Auditor's Office can accommodate the proposed service dates and times. Participation should not create a hardship for the Division or other employees, work should not have to be reassigned to accommodate an employee's time away, and deadlines may not be missed because of Community Relationship Building.

3. The supervisor may request more information from the employee and/or may consult with the Division manager and/or City Auditor, as needed, to evaluate a request.
4. Supervisors should provide all eligible employees with equal opportunities to participate, while considering the constraints of specific positions, and are encouraged to work with employees to try to accommodate participation.
5. A supervisor or Division manager denying a request should notify the employee, in writing, of the reason for the denial. The employees may amend the request to alleviate concerns, such as changing service dates, and request reconsideration.

## **H. Expectations**

1. Before providing services, an employee must inform the organization's staff coordinating their services that the employee is on paid time representing the Auditor's Office and is working to advance the Auditor's Office's goals.
2. During Community Relationship Building, employees are expected to try to raise awareness about the Auditor's Office. Ways to increase awareness may include talking with the organization's staff or clients about the work of the Auditor's Office and bringing Auditor's Office brochures for the organization to display and distribute.
3. Employees must follow all applicable Auditor's Office human resources rules, including but not limited to [Auditor's Office Administrative Rules 3.01 – Employee Behavior and Expectations](#), [3.02 – Equal Employment](#), [Chapter III: Prohibition Against Workplace Harassment, Discrimination, Racism, and Retaliation \(rule 2.02\)](#), and [3.11 – Ethical Conduct](#).
4. Employees must record their services in the Community Contacts database, which is used to track Auditor's Office's outreach activities. Employees may be given outreach assignments with the organization, in addition to Community Relationship-Building.



5. Employees must record their time in accordance with Division requirements, and must appropriately flex time during a workweek, including to avoid overtime if applicable.
6. Supervisors are responsible for ensuring that employees update the Community Contacts database, record their time in accordance with Division requirements, and flex their time, as needed. Employees covered by the Fair Labor Standards Act are entitled to overtime pay if they work more than 40 hours in a workweek. Supervisors must manage the work time of covered employees to avoid overtime.
7. Supervisors are not required to verify employee time at an organization, but must consult Operations Management if they suspect abuse or misuse of time.

## CHAPTER VI: CHILD ABUSE REPORTING

### A. Rule

Under [Oregon law](#), all Auditor's Office employees are mandatory reporters who are required to immediately report suspected abuse or neglect of a child, whether observed at work or during non-work hours. The reporting duty is triggered when an employee has reasonable cause to believe that any child with whom they come in contact has suffered abuse or that any person with whom they come in contact has abused a child. Abuse is defined [here](#) and includes, among other harm, the negligent treatment or maltreatment of a child.

### B. Reporting

Reports may be filed with Oregon's Department of Human Services (DHS) at: 1-855-503-7233. ***Employees who think someone is in danger or is being hurt should call 911 immediately.***

### C. Training

All Auditor's Office employees are required to view a short training video, available on CityLearner, which explains the requirements for child abuse reporting. More information about the training video and child abuse reporting obligations is available [here](#).

### D. Reporting Abuse of Elders and Vulnerable Adults

Auditor's Office employees are also encouraged to report abuse of elders and vulnerable adults. More information about adult abuse prevention is available [here](#).

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This Chapter was adapted from [City of Portland Human Resources guidance](#).