



Human Resources Adopted Rules for the Auditor's Office

TABLE OF CONTENTS

RULES

- ARA 3.01 Administration
 - ARA 3.02 Equal Employment
 - ARA 3.03 Recruitment and Hiring
 - ARA 3.04 Employee Discipline and Expectations
 - ARA 3.05 Discipline
 - ARA 3.06 Leaves
 - ARA 3.07 Employee Movement
 - ARA 3.08 Classification and Compensation
 - ARA 3.09 Employee Development
 - ARA 3.10 Employee Benefits
 - ARA 3.11 Ethical Conduct
 - ARA 3.12 Civil Service Appeal
-

RULE CHAPTERS

ARA 3.01 Administration

- I. City Auditor's Duties and Authority for Human Resources
- II. Personnel Files



-
- III. Employee Medical Record Files
 - IV. Time Review and Approval
 - V. Employee Representation
 - VI. Posting Requirements

ARA 3.02 Equal Employment

- I. Definitions
- II. Equal Employment Opportunity (EEO) / Affirmative Action
- III. Prohibition Against Workplace Harassment, Discrimination, Racism, and Retaliation
- IV. Reasonable Employment Accommodations
- V. Gender Identity Non-Discrimination
- VI. Bloodborne Pathogens: Non-Discrimination and Safety

ARA 3.03 Recruitment and Hiring

- I. Definitions
- II. Types of Appointments
- III. Organization and Position Management
- IV. Recruitment Process
- V. Background Checks and Employment Verification
- VI. Employment of Retirees
- VII. College Work Study Program

ARA 3.04 Employee Behavior and Expectations



-
- 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

ARA 3.05 Discipline (self-titled single chapter)

ARA 3.06 Leaves

- I. Definitions
- II. General and Administrative Leaves of Absence; Reasonable Accommodation Leave
- III. Holidays



-
- IV. Vacation
 - V. Sick Leave and Protected Sick Time
 - VI. Family Medical Leave
 - VII. Supplemental Workers' Compensation Benefits
 - VIII. Catastrophic Leave
 - IX. Military Leave
 - X. Military Leave – Vacation Donation Program
 - XI. Funeral and Bereavement Leave
 - XII. Jury Duty
 - XIII. Leave to Attend Court or Other Legal Proceeding
 - XIV. Leave to Address Domestic Violence, Criminal Harassment, Sexual Assault, or Stalking
 - XV. Other Leave

ARA 3.07 Employee Movement

- I. Definitions
- II. Transfers
- III. Promotion and Demotion
- IV. Separation from Service
- V. Layoff, Recall, and Redeployment
- VI. Medical Layoff
- VII. Reinstatement
- VIII. Injured Employee Return to Work



IX. Unemployment Claims

ARA 3.08 Classification and Compensation

- I. Definitions
- II. Hours of Work and Schedules
- III. Hours of Work and Overtime Compensation: Non-Exempt (Covered) Employees
- IV. Hours of Work, Overtime Compensation, and Management Leave: Exempt Employees
- V. Compensation
- VI. Classification
- VII. Working out of Classification

ARA 3.09 Employee Development

- I. Probationary Period
- II. Employee Training and Development
- III. Performance Management
- IV. Training Plans

ARA 3.10 Employee Benefits

- I. Health and Financial Benefits, Generally
- II. Employee Assistance Program
- III. Trip Reduction Incentive Program (TRIP Program)
- IV. Domestic Partners



ARA 3.11 Ethical Conduct

- I. Definitions
- II. Ethical Conduct; Use of Employment
- III. Awards, Gifts, Prizes, and Promotional Items
- IV. Protection of Restricted and Confidential Information
- V. Nepotism; Romantic Relationships
- VI. Political Activity
- VII. Use of City Resources
- VIII. Outside Employment and Volunteer Activities
- IX. Post-Employment Restriction Policy
- X. Duty to Report Unlawful or Improper Actions; Whistleblowing

ARA 3.12 Civil Service Appeals (self-titled single chapter)

NOTES

AUHR to ARA Crosswalk Document, developed December 2022, can be accessed at: <https://www.portland.gov/sites/default/files/policies/ara-chapter-3-crosswalk-december-2022.pdf> It outlines the evolution of Human Resources Adopted Rules for the Auditor's Office from the old AUHR number format to the current ARA number format.
