

## City of Portland Human Resources Administrative Rules

### 9.01 Employee Training and Development

#### **Addendum – List of Mandatory Training for City employees, managers, and supervisors**

As provided in City of Portland Ordinance No. 187162, the Director of Human Resources may designate completion of or attendance at training programs for city employees, managers, and supervisors as mandatory, providing the training is provided for one or more of the following reasons: to ensure understanding of and compliance with law; City Code; and City Rules, including HR Administrative Rules and other citywide policies; to support citywide initiatives or mandates as adopted by City Council; to reduce potential risk and liability to the City; and/or to define and communicate expectations and ensure ethical, professional, and appropriate behavior and conduct on the part of City employees in their official capacity. The Human Resources Director may designate training as mandatory at his/her initiative or at the request of a bureau director, with commissioner-in-charge approval.

The following list of designated mandatory training will be updated as necessary. Notification of changes and updates will be provided.

<b>Title of Mandatory Training</b>	<b>Required for</b>	<b>Frequency of Training</b>
HR Rule 2.02 Workplace Harassment, Discrimination, and Retaliation Prevention	All City employees, managers, and supervisors	Upon hire and every 3 years thereafter
Equity 101	All City employees, managers, and supervisors	Upon hire
Mandatory Reporting of Child Abuse	All City employees, managers, and supervisors	Upon hire and within six months of updates or revision
Administering the Discipline Process	All City managers and supervisors	Upon hire or appointment to position with supervisory responsibilities
Cultural Competency for Managers and Supervisors (3-part series)	All City managers and supervisors	Upon hire or appointment to position with supervisory responsibilities
Manager/Supervisor 4-part Series (Ethical Leadership; Emotional Intelligence; Performance Management; Conflict Management)	All City managers and supervisors	Upon hire or appointment to position with supervisory responsibilities
Reasonable Suspicion of Drug and/or Alcohol Use in the Workplace	All City managers and supervisors	Upon hire or appointment to position with supervisory responsibilities
Defensive Driver	All City employees who operate a motor vehicle on City business	Upon hire or appointment to position requiring operation of motor vehicle
Van Driver Safety	All City employees who operate a City-owned 15-passenger van	Upon hire or appointment to position requiring operation of 15-passenger van