



## OMF POLICY: Administration

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### **1.01 Policies and Procedures Formation and Distribution**

All OMF employees shall adhere to City Charter, City Code, City policies and administrative rules, OMF policies and procedures, Bureau work rules and work unit work rules. The City's policies and administrative rules are posted on the Auditor's website under Portland Policy Documents. Employees are expected to be familiar with this resource and with the applicable policies for their assignment (accounting, purchasing, technology, etc.)

The Human Resources Administrative Rules are the most frequently referenced policies and procedures covering City employee behavior and workplace expectations. Employees are expected to be familiar with the policies and procedures in these administrative rules.

OMF policies are maintained by the OMF Business Operations Division and shall be adopted by the Chief Administrative Officer. Draft policies will be provided to the OMF Leadership Team for review, and will be posted online for a review period for all employees prior to adoption. Supervisors will communicate these policies to new employees. The Business Operations Division will review the policies annually and publish updates online.

OMF policies contain the additional workplace requirements that are unique to OMF employees. These policies will be published with links to applicable OMF procedures and forms as well as links to applicable administrative rules that apply to all City employees.

Many of the OMF policies conclude with a reference section to applicable administrative rules, forms, and procedures. Administrative rules are City policies published in the Portland Policy Documents section of the Auditor's website. OMF forms and procedures are published in the Employees section of the OMF website.