



P O R T L A N D
CITY AUDITOR
Mary Hull Caballero

MEMORANDUM

FROM: Mary Hull Caballero, City Auditor

SUBJECT: Adoption of New and Revised Administrative Rules

DATE: October 5, 2020

The City Auditor has adopted the following administrative rules as interim rules effective for a period of not more than 180 days:

ARA 2.02	PROHIBITION AGAINST WORKPLACE HARASSMENT, DISCRIMINATION, RACISM, AND RETALIATION (RULE 2.02)
ARA 2.06	REASONABLE EMPLOYMENT ACCOMMODATIONS
ARA 4.04	TELEWORK
ARA 4.14	REQUIREMENTS FOR PUBLIC MEETINGS
ARA 6.01	GENERAL AND ADMINISTRATIVE LEAVES OF ABSENCE; REASONABLE ACCOMMODATION LEAVE
ARA 7.05	SEPARATION FROM SERVICE
ARA 7.06	LAYOFF, RECALL, AND REDEPLOYMENT
ARA 8.01	HOURS OF WORK AND SCHEDULES

City Charter Section 2-506(a) authorizes the Auditor to adopt interim rules without prior notice upon finding that failure to act promptly will result in prejudice to the public interest.

The City Auditor has determined that additional rules for remote meetings are needed due to the emergency caused by the COVID-19 pandemic, and that the failure to act promptly to adopt such rules will result in prejudice to the public interest. The City Auditor has therefore adopted ARA 4.14 as an interim rule without prior notice.



Charter Section 2-506(b) requires the City Auditor to establish human resources rules and policies for the Office of the Auditor that are consistent with City human resource rules and policies, except where the Auditor determines in writing that a City human resources rule or policy impairs the Auditor's independence or duties. The Bureau of Human Resources has adopted revisions to City human resources rules 2.02, 2.06, 4.04, and 6.01, and the City Council has approved changes to the City's Safety Net and Targeted Severance Programs. The City Auditor has determined that the failure to act promptly to adopt updates to the Auditor's Office's human resources rules, to make them consistent with the revisions adopted by Human Resources and City Council, will result in prejudice to the public interest. The City Auditor has therefore adopted revised rules ARA 2.02, 2.06, 4.04, 6.01, 7.05, 7.06, and 8.01 as interim rules without prior notice. In addition, because the ARA 7.06, as revised, incorporates the provisions set forth in Auditor's Office Administrative Rule 7.04 – Redeployment, the City Auditor hereby repeals Rule 7.04.

NOTE: These interim rules apply only to non-represented employees in the Auditor's Office. In accordance with [Auditor's Office Administrative Rule 1.01](#), represented employees in the Auditor's Office will continue to be governed by the City's Human Resources Administrative Rules and their collective bargaining agreements.

The effective date of the interim rules and the repeal of Rule 7.04 is October 5, 2020. The interim rules will be effective for a period of not more than 180 days.

The rules will be available on the Auditor's Office website or can be requested from [Operations Management](#).

Mary Hull Caballero, City Auditor