



October 13, 2020

TO: Tom Rinehart
Chief Administrative Officer

FROM: Cathy Bless
Human Resources Director

SUBJECT: Final Revisions Human Resources Administrative Rule Changes

Attached are the final revisions to the Human Resources Administrative Rules, 4.04 Telework and 6.01 Leave of Absence. The revisions are the result of the annual review process and in consideration of feedback from elected officials, bureau managers, employees and labor leaders during the notice and comment period that began in August 2020.

The attached summary highlights the substantive changes. Changes made to correct errors or to clarify the existing language are not included in the summary. I am requesting approval of the revisions with an effective date of October 1, 2020.

With your approval, we will issue final rule for HRAR 4.04 and HRAR 6.01 by publishing rules to PortlandOregon.gov and create an adopted revisions page along with sending citywide notification of the revisions.

Approved
Tom Rinehart, Chief Administrative Officer

Ted Wheeler, Mayor

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Please notify the City of Portland of the need for ADA accommodations no less than five (5) days prior to any City-sponsored event by contacting the Bureau of Human Resources at 503-823-3572 or the City's TTY at 503-823-6868.

