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CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

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Message from the Chief Administrative Officer:

I'm pleased to convey to you these OMF Policies and Procedures. This marks the first time OMF has put into place consistent bureau-wide policies about work place procedures, practices and expectations.

The bureaus and divisions in OMF provide a wide range of services and programs for City bureaus and external customers. However – in the end – we are one organization and so it is fitting that we provide clear direction to all employees to ensure fair and consistent practices throughout OMF.

All OMF employees should read and be familiar with these policies and procedures. All supervisors are expected to understand these policies and procedures as well as the underlying reference documents (City Code, HR Administrative Rules, etc).

The OMF Policies and Procedures are designed to reflect current practices within OMF and to strive to implement best practices. To this end, we will continue to review and revise these policies and procedures over time to keep them. We welcome your feedback to aid in this continuous improvement process.

Thank you.

Jack D. Graham
Chief Administrative Officer

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