



Reporting to Work – What OMF Employees Should Know

Purpose

This information sheet provides guidance to OMF employees about OMF's expectations for its employees reporting to work during an emergency, natural or man-made disaster, or other event that causes disruption in the normal operations of OMF. These guidelines are general in nature and may not apply to the specific circumstances leading up to, during and after any specific emergency or service disruption. By providing this information in advance of an actual event, OMF intends to help its employees understand how to prepare for and stay informed about reporting to work.

OMF employees are responsible for maintaining current contact and emergency notification information in SAP.

Employees Reporting to Work

1. OMF employees should assume they should report to work at their normal work sites, unless they are told otherwise.
2. If employees report to work, they will be paid for the work performed.
3. An OMF supervisor or other authorized staff may contact employees and direct them to report to work, even if it is not the employees' typical work day or work hours. This may trigger compensation or other contract issues. OMF will resolve those issues after the fact.
4. It is important that employees know that their supervisors can direct them to work and that the employees are responsible for reporting as directed. However, this is not the same as being in "on call" status.
5. OMF employees reporting to work may be directed to perform duties other than their usual duties, as determined by OMF supervisors or other authorized staff. If compensation or other contract issues are triggered, OMF will resolve those issues after the fact. The employees are responsible for performing the work they are directed to do.

Employees Getting Information about Reporting to Work

1. In a minor emergency or disaster that is limited in scope, OMF supervisors or other authorized staff may provide additional direction to employees regarding reporting to work.
2. In a broader or citywide disaster, there will be other sources of information relevant to OMF employees, including the City website www.portlandoregon.gov.

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Additionally, the City of Portland has an agreement with Oregon Public Broadcasting to provide relevant information on the radio. OMF employees are also encouraged to sign up to receive public alert notices at www.publicalerts.org.

Supervisors Directing Employees to Work at Alternate Locations

1. OMF supervisors may contact their employees and inform them to report to work at an alternate location. The employees are responsible for reporting to that location as directed.
2. OMF supervisors may identify in advance the alternate location(s) to which their employees should report. It is the responsibility of the OMF supervisors to provide this information to the employees in essential positions.
3. OMF supervisors will consider directing their employees to report to work at an alternate location for circumstances including, but not limited to:
 - It is unsafe to travel to or be at the work site.
 - The employee's primary work location is unavailable for the employee's use. This may be because the facility is damaged or that a higher priority use of that work space has been identified.
 - There is work to be done that the employee can perform.

Supervisors Directing Employees to Work at Home

1. In some circumstances, OMF supervisors may determine that the best alternate location for an employee to work is the employee's residence. It is the responsibility of the OMF supervisor, not the employee, to make this determination. The determination will be based on factors including but not limited to the nature of the work performed and the availability of the necessary equipment and resources to perform the work.
2. In the event that inclement weather or other circumstances result in the employee's work location being unavailable, each OMF employee is responsible for doing the following:
 - a. Contact his/her supervisor for directions about reporting to work.
 - b. Assume that he/she (the employee) is working and/or available to work from home during his/her standard work schedule, unless otherwise directed by the supervisor.

Supervisors Directing Employees Not to Report to Work

1. OMF supervisors may contact their employees and inform them not to report to work. Under this circumstance, the employees will not be paid for the day.
2. OMF supervisors will consider directing their employees not to report to work for circumstances including, but not limited to:
 - There is no work currently to be done.
 - It is unsafe to travel to or be at the work site.

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- There are no alternate work sites or work resources (equipment, etc.) appropriate for the work to be done.

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