



Office of Community Involvement

Volunteer (Personnel) Policies

Provided for community members who volunteer with Multnomah County. Contained in adopted Multnomah County Personnel Policy, only key provisions are included. While volunteers are not employees, everyone must work from the same place, and these policies address issues that apply to everyone. The full text of each policy is available upon request and online multco.us/employee-labor-relations/personnel-rules .

Policy #	What it says:	How it applies to volunteers:
3-60-010 to 3-60-080	<p>Discipline & Dismissal Supervisors must fairly administer provisions governing discipline for violations of work and conduct rules. They are also responsible for dismissing employees who do not maintain acceptable standards of performance or conduct.</p>	<p>Discipline & Dismissal Volunteers or interns (paid or unpaid) found to have violated county rules and/or department policies and procedures will be coached, or depending on the severity and/or frequency of the violations, may be dismissed from their volunteer assignment or internship</p>
3-47-010 to 3-47-050	<p>Maintaining a Professional and Respectful Workplace Employees at every level of the county are personally responsible for creating and maintaining a work environment that is respectful, professional and free from inappropriate and abusive workplace behavior.</p> <p>Managers or supervisors should address inappropriate behavior that they observe, experience, or become aware of, and should do so as close to the time of the occurrence as possible and appropriate.</p> <p>Any employee found to have engaged in workplace behavior that violates this policy will be counseled, or depending on the severity or frequency of the behavior, may be subject to discipline, up to and including dismissal.</p>	<p>Maintaining a Professional and Respectful Workplace Volunteers and interns (paid or unpaid) are also covered by this policy.</p> <p>Inappropriate workplace behavior must be addressed and corrected before it becomes pervasive, causes further workplace disruption or lowers morale.</p> <p>Any volunteer or intern (paid or unpaid) found to have engaged in workplace behavior that violates this policy will be coached, or depending on the severity and/or frequency of the behavior, may be dismissed from their volunteer assignment or internship.</p>



Office of Community Involvement

Volunteer (Personnel) Policies

Policy #	What it says:	How it applies to volunteers:
3-40-010 to 3-40-070	<p>Discrimination & Harassment-Free Workplace</p> <p>The county's policy is to prohibit workplace harassment and discrimination on the basis of race, color, sex including sexual assault, age, religion, national origin, political affiliation, marital status, sexual orientation, gender identity, gender expression, source of income, familial status, physical or mental disability, genetic information, pregnancy, pregnancy-related limitations, status as a uniformed service member, an expunged juvenile record, or other protected status in any personnel action and in accordance with applicable law, including Oregon Revised Statutes (ORS) 659.030 and ORS 649A.112. Workplace harassment and discrimination is also prohibited based on association with a person in one of the classes listed in this paragraph. Prohibited harassment and discrimination based on disability includes perceived disability and record of a disability.</p>	<p>Discrimination & Harassment-Free Workplace</p> <p>Volunteers and interns (paid or unpaid) and elected officials are also covered by this policy.</p> <p>Applies to any action on the basis of race, color, sex, age, religion, national origin, political affiliation, marital status, sexual orientation, gender identity, gender expression, source of income, familial status, or physical or mental disability, pregnancy, pregnancy-related limitations, status as a uniformed service member, an expunged juvenile record, or other protected status in accordance with applicable law, and includes:</p> <p>Verbal or Physical Conduct: Use of epithets or slurs, jokes, pranks or other banter, unwelcome physical touching or contact</p> <p>Written or graphic material: disparaging or other displays placed on the walls or circulated.</p>
3-30-010 to 3-30-055	<p style="text-align: center;">Code of Ethics</p> <p>A public office is a public trust, and all county employees are public officials under ORS chapter 244 and must conform to this rule and all relevant provisions of ORS Chapter 244. This policy addresses: Prohibited Use of Position or Office, Conflicts of Interest, Honoraria, Gifts Valued at \$50, Outside Employment, and Nepotism.</p>	<p style="text-align: center;">Code of Ethics</p> <p>For purposes of this rule, any person who is serving the county as an employee, volunteer or agent, irrespective of compensation, when an alleged violation of ORS Chapter 244 or this rule occurs.</p> <p>Complete: Code of Ethics disclosure form</p>
3 - 42	<p style="text-align: center;">Gender Identity & Gender Expression Harassment and Discrimination-Free Workplace</p> <p>Multnomah County prohibits workplace discrimination, harassment, or retaliation on the basis of gender identity or gender expression. Discrimination, harassment, and</p>	<p style="text-align: center;">Prohibited Conduct</p> <p>Volunteers and interns (paid or unpaid) and elected officials are also covered by this policy.</p> <p>A. Verbal or Physical Conduct: 1. Consistent or deliberate failure or refusal to use an employee's declared name and/or pronoun; 2. Use of epithets or slurs</p>



Office of Community Involvement

Volunteer (Personnel) Policies

Policy #	What it says:	How it applies to volunteers:
	retaliation is prohibited in the workplace, in any work-related setting outside the workplace, when wearing a uniform or insignia that identifies the individual as a County employee, and when using county owned equipment including vehicles and electronic devices such as computers, telephones, photocopiers and faxes.	<p>B. because of gender identity and/or gender expression; 3. Jokes, pranks or other banter that is derogatory or hostile because of gender identity and/or gender expression; 4. Unwelcome physical touching or contact such as</p> <p>C. pinching, grabbing, patting or touching, hugging; threatening, intimidating, or hostile acts because of gender identity and/or gender expression. B. Written or Graphic Material: Material that is disparaging of or displays hostility on the basis of gender identity and/or gender expression, and is visible on the employer's premises or circulated in the workplace. This includes sending prohibited jokes or other written or graphic materials via email, the internet or by fax, or downloading them from the internet.</p>
3-20	<p style="text-align: center;">Political Activity</p> <p>Employees cannot be required to give money or services to aid any political committee or any political campaign. Employees cannot solicit money or services to aid any political committee or political campaign while on the job during working hours. This is not intended to restrict the right of county employees to express their personal political views. Employees may not be disciplined or rewarded in any manner for either giving or withholding money or services for any political committee or campaign.</p>	<p style="text-align: center;">Political Activity</p> <p>Volunteers and interns (paid or unpaid) and elected officials are also covered by this policy. Volunteers who are volunteering in any capacity on county property and/or while participating in advisory capacity to the commission.</p> <p>The restrictions imposed by the law of the State of Oregon on political activities are that "No public employee shall solicit any money, influence, service or other thing of value or otherwise promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours. However, this section does not restrict the right of a public employee to express personal political views."</p>