

Rule # 3-10

Employee Responsibilities

§§:

[3-10-010 Purpose](#)

[3-10-020 Work Rules](#)

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The orderly and efficient operation of the County government requires that employees accept certain responsibilities. Work rules covering personal standards of conduct as well as standard operating procedures are necessary to protect the health and safety of all employees, to maintain uninterrupted service, and to protect the County's property.

§ 3-10-020 Work Rules

The following work rules apply to all County employees. These rules are not intended to be all-inclusive and the County will establish additional rules to ensure the effective operation of County government.

- A. Employees must be at their designated work area on time and ready to work.
Employees must remain at their work area, at work, until the scheduled quitting time unless permission to leave is granted by the supervisor.
- B. Where operations are continuous, employees must not leave their positions until replaced by the next shift employee or until relieved by the supervisor.
- C. Employees must follow all safety regulations including wearing safety articles and using protective equipment. Employees must immediately report safety hazards, accidents, or injuries, to their supervisor.
- D. Employees are responsible for and must not misuse County property, records, or other materials in their care, custody, and control. Employees are responsible for returning all County property, records, or other materials upon separation from employment with the County or when no longer needed for their work assignment.
- E. Employees must relate to the public and other employees in a courteous, respectful, and professional manner.
- F. An employee's appearance and attire must be appropriate and suitable for their work at the County. This may vary between departments or work areas, depending on the nature of the work, environment, and interaction with the public and customers.
However, appearance and attire guidelines:
 - 1. Must not be based on a protected class as defined in MCPR 3-40 Discrimination and Harassment-Free Workplace; and

2. Must provide, on a case-by case basis, for reasonable accommodation of an employee based on their health and safety needs; and
 3. Must not have a disproportionate adverse impact on members of a protected class, as defined in MCPR 3-40 Discrimination and Harassment-Free Workplace, to a greater extent than the impact on persons generally.
- G. Employees must immediately report to their supervisors any inability to work and the reason.
- H. Employees are required to provide and maintain current personal data and contact information affecting their employment with the County, including their home mailing address, home telephone number, personal mobile phone number, home email address, and emergency contact information. Employees are required to notify their supervisors and update all appropriate databases whenever there is a change in their personal data or personal contact information. Unless disclosure is mandated under Oregon law, personal mobile phone number and home email address contact information:
1. will not be disclosed to third parties, other than any vendor(s) who develop or maintain a database for emergency call-out purposes and any non-County emergency personnel in the course of their duties during an emergency;
 2. will be stored in Workday with access limited to Human Resources staff and the employee's supervisor;
 3. may be used for emergency response purposes, including development of notification lists, test notification, and during events requiring immediate employee response; and
 4. may be used by Human Resources if an employee is not responding to other methods of communication; and
 5. may be used by Human Resources or Central Benefits to communicate with an employee during a leave of absence regarding matters related to such leave.
- I. Employees must not restrict, interrupt, or interfere with the work of others.
- J. Employees must not use sick leave, or other paid or unpaid leave, for purposes other than intended and as defined by these rules and/or the applicable collective bargaining agreement.
- K. Employees must report for and remain at work in a physical and mental condition that enables them to perform their regular duties.

- L. Employees must not neglect their duties and responsibilities or refuse to perform assigned work unless performing such work would constitute an imminent safety hazard.
- M. While on duty, wearing a uniform or insignia that identifies them as County employees, using County property, in a County vehicle, on County premises, or identifying and holding themselves out as representing the County, employees must not:
 - 1. Engage in conduct that reflects discredit on the County; or
 - 2. Engage in unapproved soliciting or unapproved political activity; or
 - 3. Possess unauthorized firearms, weapons, illegal drugs, or intoxicating substances;
 - i. For the purpose of this section, self-defense sprays are not prohibited for off-duty personal protection, except in a court facility as defined under [ORS 166.360](#). Self-defense sprays are prohibited in the Multnomah County Central Courthouse, Multnomah County Justice Center, East County Courthouse, and Donald E. Long Building.
 - ii. Self-defense sprays shall be stored out of sight in a storage area or in the employee's personal belongings (e.g., purse, briefcase, etc.).
 - iii. Self-defense sprays must be contained in a commercially manufactured, capped aerosol device containing no more than four (4) ounces of spray with less than ten percent (10%) concentration of capsaicin.
 - 4. Violate any federal, state, or local laws, including the traffic code; or
- N. Employees must not use their positions or County property for personal gain, to solicit or conduct personal business, or to coerce others.
- O. All reports, records, or claims completed by employees must be true, accurate, and complete to the best of their knowledge. Employees must not knowingly withhold information of official interest.
- P. Employees must not remove County property or the property of other employees without express approval of their supervisors or the owners of such property.
- Q. Employees must not access, use, or disclose sensitive or confidential information or data except in accordance with County or departmental policies, practices, and procedures, and as authorized by state or federal laws or regulations. Employees with access to confidential information, including but not limited to client or employee financial, medical, or personal information, are responsible for the safekeeping and handling of that information to prevent unauthorized disclosure. Employees who access,

use, or release confidential information contrary to state or federal laws or rules may be subject to civil or criminal penalties under those laws, in addition to appropriate disciplinary action.

- R. Employees are required to immediately report known or suspected privacy or security incidents or complaints involving Personally Identifiable Information (PII) as defined in [PII-0](#) and Protected Health Information (PHI) under the [Health Insurance Portability and Accountability Act \(HIPAA\)](#), to their department's privacy coordinator/manager or the County privacy officer. This includes a duty to self-report any such incidents caused by the employee themselves. Retaliation against an employee who reports these incidents or complaints is prohibited. Employees who do not report known or suspected incidents or complaints as required by this rule are subject to discipline. Appropriate discipline for a self-reported incident is not considered retaliation. Further information is available at [Administrative Procedure HIPAA-4](#) and [PII-1](#).
- S. All employees are Mandatory Reporters under [ORS 419B.005 to 419B.016](#), and are required by law to report suspected child abuse or neglect, whether it is observed through their position with the County or during their non-work hours. Mandatory Reporters are required to immediately make a report if there is reasonable belief that child abuse or neglect has occurred, and a reporter has contact with the child or the abuser. Oral reports are to be made to any city or municipal police department or the Child Welfare Office of the State Department of Human Services (DHS). When third party information has been received, Mandatory Reporters are encouraged to evaluate the information, discuss options with a manager, and report accordingly.
- T. Employees must maintain (i.e. keep active, valid, or in good standing) any licenses, certifications, and/or other credentials that are required for the employee's position.

REFERENCES

MCPR 3-40 Discrimination and Harassment-Free Workplace

[ORS 166.360](#)

[Health Insurance Portability and Accountability Act \(HIPAA\)](#)

[ORS 419B.005 to 419B.016](#)

[Administrative Procedure HIPAA-4](#)

[Administrative Procedure PII-0](#)

[Administrative Procedure PII-1](#)