

MULTNOMAH COUNTY, OREGON

EXECUTIVE RULE NO. 0336

Adding Personnel Rule 3-75 Employee Network Groups

- a. On February 20, 2003, the Chair adopted Executive Rule 271, Employee Network Groups.
- b. Under MCC 9.030 by Executive Rule 270, the Chair adopted the current personnel rules on September 9, 2002.
- c. It is necessary to update the personnel rules to update and incorporate changes to the employee network group policy.
- d. These rule changes have been reviewed by affected parties and their comments and suggestions appropriately considered and incorporated.

The following Personnel Rules are added and Executive Rule 271 is rescinded, effective 12:01 a.m. on September 11, 2009.

Rule 3-75

EMPLOYEE NETWORK GROUPS

§ 3-75-010 Purpose

The purpose of this policy is to define authority, responsibility, accountability, and procedures for the formation and operations of county Employee Network Groups (ENGs).

§ 3-75-020 Overview

ENGs are county-sponsored, employee-run groups that promote diversity values and efforts of the county while promoting personal and professional growth for county employees with common interests and improving retention by providing a stronger sense of community within the county.

§ 3-75-030 Authority

The Multnomah County Diversity Director or formal designee in the Office of Diversity and Equity (ODE) has direct management, oversight authority, and responsibility for the policies, rules, and procedures for all county-sponsored ENGs.

§ 3-75-040 The Approval Process

- (A) The Diversity Director oversees both the initial and the annual approval process of ENGs. This process includes:
 - (1) Completion of charter application (available from ODE) filed with the ODE.

(B) ENG and charter approval will be based on an assessment of:

- (1) Stated mission and values having a clear and direct connection to county mission and values; and
- (2) A work plan that describes activities listed in § 3-75-060.

(C) All requests will be considered on an individual basis and will be submitted to the County Chair by the Diversity Director, with recommendation for approval or denial.

§ 3-75-050 Annual Review and Approval

(A) The ODE will conduct an annual review of all ENG's to ensure that the goals and objectives continue to contribute to the county's mission, core values, and organizational outcomes.

(B) Approval must be obtained from the ODE by submitting an annual report containing the following information by June 15th of each year.

- (1) A summary of the last year's accomplishments toward the work plan and objectives;
- (2) The group name and identified business value added by the group in the last year; and
- (3) A work plan for the coming year.

(C) The Diversity Director will review the annual report and will make recommendations for approval to the County Chair. Each group will be notified by email of approval or any deficiencies that preclude approval by June 30th of each year.

§ 3-75-060 ENG Formation and Activities

(A) Groups must meet an identified business purpose of Multnomah County and be in alignment with the values, business purpose, policies, and mission of the county.

(B) Groups are organized by employees who support the goals of the ENG and wish to participate in its activities.

(C) Membership may be defined, but meetings must be open to any county employee who wishes to attend.

(D) ENG's must not make proposals to management involving employment terms and conditions which would appear to fall within the scope of bargaining, which management then could accept or reject, or to which management could make a counterproposal. ENG's can provide brainstorming or information related to issues of concern.

(E) ENG activities may include, but are not limited to:

- (1) Contributing to employees' professional development;
- (2) Identifying workforce engagement barriers and solutions;

(3) Helping the county with strategic planning, recruitment, employee development, and diversity awareness;

(4) Hosting events that give members and employees the opportunity to network and develop skills, in such areas as career development, business education, investment strategies, resume writing, or stress management;

(5) Sponsoring events, seminars and conferences (with Diversity Director's approval);

(6) Taking on special initiatives and projects; and

(7) Celebrating cultural, educational, and other special events.

(F) ENGs must operate within the constraints of Multnomah County policies and procedures.

(1) Groups are specifically forbidden to engage in political activity as described in § 3-10-020.

(2) Groups must conduct discussions and activities within the Multnomah County rules for workplace conduct.

(3) Groups must comply with Personnel Rule 3-35, Use of Information Technology.

(4) Groups may not charge membership dues.

(G) Members of ENGs do not represent or speak for Multnomah County, nor do they represent policies or positions of Multnomah County.

(H) ENGs must have one chair/co-chair attend the ENG Leadership meeting with the Diversity Director held on a quarterly basis.

(I) With supervisory approval, employees may spend a maximum of three hours per month on county time for ENG business as long as it does not interfere with the regular work of employees. This applies to meetings, travel to and from meetings, planning, leadership activities, writing newsletters, group retreats, work required between meetings, etc.

(J) ENGs are asked to adhere to county values of sustainability by holding meetings in locations that require the least amount of travel by members.

§3-75-070 Communication

(A) Groups may use county communication systems (interoffice mail, email, telephone, etc.) pertaining to ENG business to notify members of meetings, events, meeting actions, or minutes per § 3-35-050.

(B) ENGs wishing to use county communication systems for all-employee emails or mailings must have prior approval from the Diversity Director or his or her designee.

§3-75-080 Expenditures and Reimbursements

(A) The ODE is responsible for tracking the budgets and approving expenditures and payment for all ENG's.

(B) Groups may expend their budget according to the Administrative Guidelines for Miscellaneous Expense Reimbursement (FIN-4).

(C) Groups are responsible for ensuring that expenditures are within the allowable guidelines.

(D) When requesting purchases or reimbursements:

(1) ENG's must submit the request with complete details to ODE via email or interoffice mail;

(2) Requests will be forwarded to the Diversity Director for approval; and

(3) Status of request and payment options will be discussed.

Dated this 11 day of September, 2009.



Ted Wheeler, Multnomah County Chair

REVIEWED:

Agnes Sowle, County Attorney
for Multnomah County, Oregon

