



# Oregon

Kate Brown, Governor

## Department of Administrative Services

Chief Human Resources Office

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## MEMORANDUM

## TRANSMITTAL 208

To: Agency Heads, HR Directors, and Agency Budget Managers,  
Agency Human Resources Business Partners

From: Madilyn Zike, Chief Human Resources Officer

Date: October 8, 2019

Subject: -Vacation Leave 60.000.05 - post collective bargaining update  
-Discrimination and Harassment Free Workplace 50.010.01- post  
legislative session and collective bargaining update

The Chief Human Resources Office, Policy Unit completed various post legislative session and collective bargaining updates to relevant statewide human resources policies. Many thanks to all who provided feedback. While not all of the policies are ready for publication, the first two policies ready for publication are the Discrimination and Harassment Free Workplace policy 50.010.01 and Vacation Leave policy 60.000.05. The revisions are as follows;

### **1. Discrimination and harassment free workplace policy 50.010.01**

- a. Changes are pursuant to legislative action. SB726 and SB479
- b. Changes include;
  - i. New applicability
  - ii. addition and changes to several definitions
  - iii. New reporting requirements
  - iv. New statute of limitations
  - v. New prohibition re: settlement agreements/ non-disclosure agreements/ non-disparagement agreements
  - vi. Exceptions

- vii. Documentation and investigation requirements
- viii. Mandatory policy notification
- ix. Mandatory follow up

## **2. Vacation Leave 60.000.05**

- a. Changes are made pursuant to collective bargaining.
- b. Changes include:
  - i. Clarification of cash out payment for denied vacation.
  - ii. Added annual cash out option.

The rest of the updated policies will be published in the coming weeks as the final review is completed.

Updates are currently being made to the CHRO's web page to reflect all changes referenced above. The documents have been attached for your convenience.

Please call or email the [CHRO Policy Unit](#) if you have any questions.

Thank you,

DAS CHRO Policy Unit