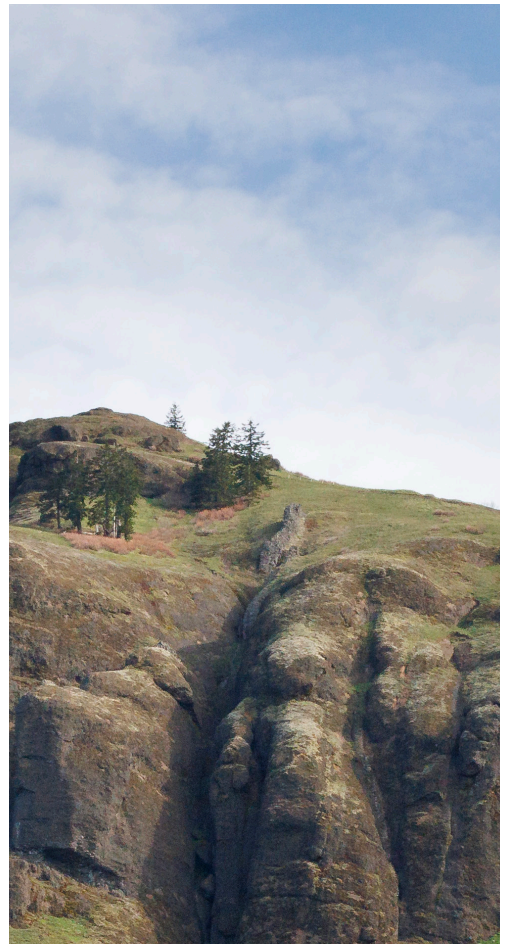




Oregon State Parks and Recreation Department

Affirmative Action Plan

July 1, 2025 – June 30, 2027

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1. Agency Overview

The Oregon Parks and Recreation Department (OPRD) serves as the steward of Oregon's diverse and treasured landscapes, ensuring that the state's natural, cultural, and recreational resources remain accessible, sustainable, and inclusive for all. Through the management of over 250 state parks, heritage sites, scenic waterways, alongside outdoor recreation programs, heritage programs, community grants and interpretive services, OPRD enriches the quality of life for residents and visitors alike.

Guided by its mission to provide outstanding park experiences and conserve resources for future generations, OPRD emphasizes community engagement, environmental stewardship, historical preservation, and ongoing improvements to visitor facilities. Within the organization, staff members from a wide range of professional backgrounds collaborate to protect ecologically sensitive habitats, maintain historic properties, and offer recreational opportunities that reflect the state's diverse communities.

At the heart of OPRD's work is a commitment to transparency, equity, and service. Through its Affirmative Action efforts, the agency actively fosters a workplace culture that respects and values differences, ensures fair hiring and promotion practices, and builds a workforce representative of Oregon's population. In doing so, OPRD not only bolsters its organizational effectiveness, but also strengthens its ability to deliver exceptional public service, inspiring every Oregonian to connect with the outdoors and share in the state's rich natural and cultural heritage.

1a. Welcoming Statement

Oregon Parks and Recreation Department (OPRD) is proud to care for Oregon's extraordinary landscapes and rich cultural history. The department serves its visitors and all Oregonians through its properties and programs, and recognizes that the state's resilience and beauty are strengthened by its diverse population. Oregon State Parks are public spaces where all are welcome. We value and serve everyone, and we are committed to providing safe and equitable access to state parks and agency programs. The department will not tolerate racism, harassment, discrimination or intimidation in any form.

2. Mission and Vision

Mission: The mission of the Oregon Parks and Recreation Department is to provide and protect outstanding natural, scenic, cultural, historic and recreational sites for the enjoyment and education of present and future generations.

Vision: To take the long view to protect Oregon's special places and provide the greatest experience while creating stable future funding.

3. Identification of OPRD Employees

Agency Director

Lisa Sumption

Governor's Policy Advisor

Geoff Huntington, Senior Natural Resources Advisor

Affirmative Action
Representative

Allison Watson, Engagement Programs Manager
Allison.watson@opr.d.oregon.gov, 971-719-1842

Equity Leaders

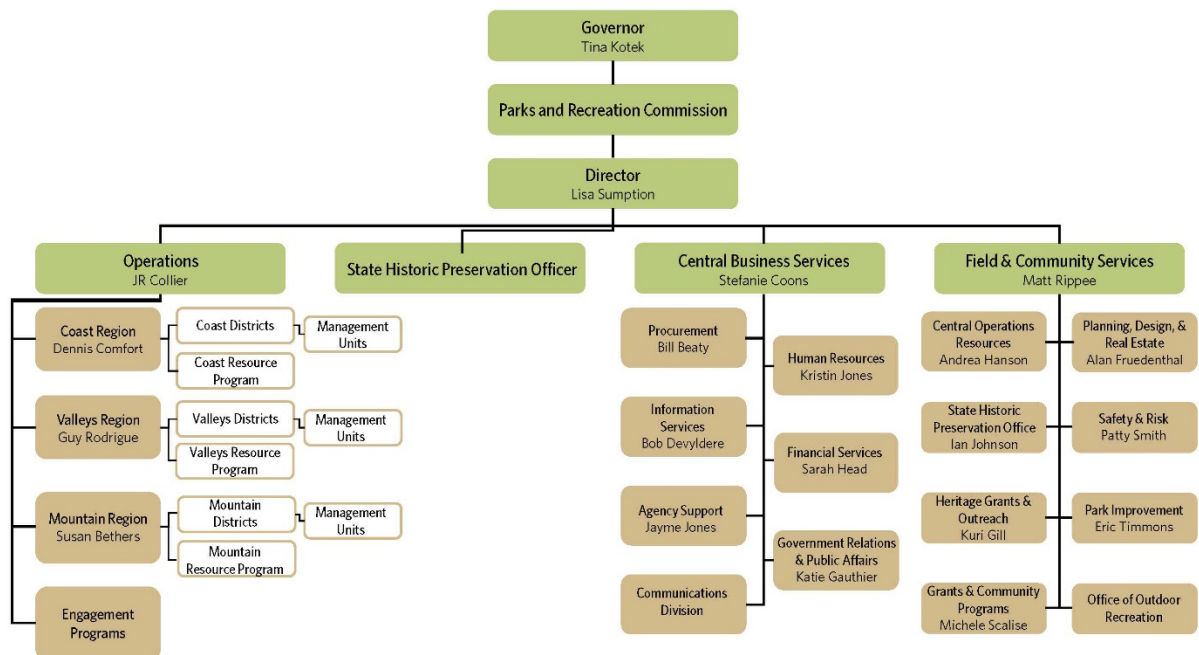
Vacant, Belonging, Equity, and Engagement Coordinator

Helena Kesch ADA & Tribal Relations Coordinator
Helena.kesch@opr.d.oregon.gov, 503-881-4637

COBID Lead for Contracting
and Procurement

Winona Butler, Senior Procurement Specialist
Winona.butler@opr.d.oregon.gov, 503-779-7834

4. Agency Organizational Chart



5. Roles for Implementation of Affirmative Action Plan

5a. Executive Team

The Executive Team includes the Director, Deputy Director of Operations, Deputy Director of Central Business Services, Deputy Director of Field and Community Services, State Historic Preservation Officer, and the Human Resources Director. The Executive Team is responsible

for approving the agency's Affirmative Action plan and ensuring the plan is implemented effectively across the agency.

They are responsible for establishing the importance of the plan's initiatives and setting agency culture that supports a diverse, respectful, and welcoming workplace. In this role, the Executive Team will:

- Review Affirmative Action Plan progress on an annual basis; allocate resources to support targeted approaches included in the plan.
- Support and enforce OPRD and DAS policies on respectful workplace behavior.
- Support training for management staff that provides understanding and expectation around building a diverse, inclusive, and welcoming workplace.

5b. Management Staff

OPRD managers are tasked with implementing and supporting targeted approaches identified in the Affirmative Action Plan. To support the plan, managers will:

- Support and enforce OPRD and DAS policies on respectful workplace behavior.
- Take training that provides understanding and expectation around building a diverse, inclusive, and welcoming workplace.
- Identify and resource targeted approaches that directly relate to their unit or division.
- Establish a unit/division culture that values a diverse, inclusive, and welcoming workplace.

5c. Belonging, Equity, & Engagement Staff

Belonging, Equity, & Engagement Staff includes the Belonging, Equity, & Engagement Coordinator and the Engagement Programs Manager. Together, these positions are responsible for coordinating the Affirmative Action Plan for the agency. This includes:

- Coordinating Affirmative Action Plan targeted approaches with managers.
- Reviewing and evaluating agency progress towards goals and targeted approaches. Providing evaluation information to the Executive Team and Department of Administrative Services (DAS).
- Identifying relevant resources to support goals and targeted approaches.
- Representing OPRD on Governor, State of Oregon, and DAS meetings related to Affirmative Action plan.

5d. All Employees

OPRD employees are responsible for supporting an agency culture that values diversity, inclusion, and belonging. To accomplish this, all employees will:

- Review OPRD and DAS policies and trainings on respectful workplace behavior.
- Take training that supports a culture of belonging for a diverse, inclusive, and welcoming workplace.

6. Succession Plan

OPRD has a succession plan for the organization. To support the intention of the succession plan, all OPRD program areas will increase efforts around knowledge management and ensuring

institutional knowledge is captured. OPRD will continue to focus on business processes – improve, document, incorporate processes into onboarding/training of new employees, and continuously update them as shifts in business occur.

As part of the plan’s implementation, in 2024 each program area reviewed positions and identified those that are critical or highly critical. Details related to succession were identified for each position. These details include type of position, direct business impact, competencies needed, what causes the position to be highly critical/critical, strategies to retain the incumbent and to develop the competencies in others.

Deputy Directors will monitor progress on succession planning efforts for their highly critical positions. Each quarter they will share:

- Strategies to retain employees.
- Identification of employees interested in highly critical/critical positions (through PAFs).
- Progress made on transferring of knowledge and process documentation, and efforts to develop the competencies within their division.

Competencies will be identified by reviewing the position description, the business need today and into the future, along with shadowing the incumbent to learn what is done and how it is done. Competencies will be adjusted as necessary.

Through intentional reflection on documenting processes, knowledge retention, and supporting internal development of departments and staff, OPRD is creating a work environment and culture that allows the agency to deliver on its mission: to provide and protect outstanding natural, scenic, cultural, historic, and recreational sites for the enjoyment and education of present and future generations.

7. Progress Report 2021 – 2024

7a. Reflecting on Past Strategies and Goals

Student Workers

To support diversity in OPRD’s workforce, the agency has implemented a program where individuals can begin to work at OPRD with minimal or no experience working in park operations. The Student/Professional Forester Worker classification, referred to as a student worker, allows OPRD to hire students, ages 16 – 18, as temporary employees. Through this work experience, OPRD provides training and experience working in park operations. Students can explore their interest in this career field, as well as gain skills that give them the experience needed to be eligible for full-time opportunities with the agency. OPRD will continue to recruit student workers for these positions, which supports an increased applicant pool for non-temporary employment with OPRD:

Year	Total Student Workers
2022	13
2023	16
2024	13

Recruitment

OPRD's recruitment team, formerly called the Talent Acquisition Coordinator Team, includes dedicated human resources staff who support the agency's workforce recruitment. This team has led past agency initiatives including the Recruitment Support Taskforce (RST). RST began in 2023; its purpose is to empower and facilitate field and program staff in connecting with schools, non-profits, trade shows, and career fairs in their local communities to build relationships and awareness about OPRD career options. As OPRD has a small human resources recruitment team, this program allows the agency to increase its outreach with underserved communities and increase its presence at events across the state. Specific units are responsible for connecting with potential applicants from their local community. However, units also receive support from recruiters to ensure they have the materials they need to be successful in their recruitment outreach.

OPRD recruiters have been engaged in a review of the job application process. This review includes: ensuring that job postings communicate clearly and accurately about the position, place emphasis on what candidates can expect to get out of their employment with OPRD, communicate minimum requirements and desired attributes, and include detailed instructions on the hiring process. The goal of the review and identifying changes to be implemented is so applicants can better determine if they are eligible for available positions. The recruitment team will continue to do this work and identify additional strategies that help remove barriers in the hiring process to ensure the agency can have a more robust and diverse applicant pool.

Employee Onboarding

In January of 2024, OPRD launched a new employee onboarding program. This program was developed by the HR Learning and Training Partner and staff serving in a variety of roles across the agency. The Onboarding Guide was developed to ensure that employees have a consistent onboarding experience, are provided with the information they need as a new OPRD and/or state employee, and feel better supported by the agency, especially at the start of their career. The onboarding guide includes an employee manual, and both documents are available online on the OPRD Intranet SharePoint site. The availability of the manual and guide on the intranet site allows staff to have easy access to any resources they need to reference. The development of this tool supports managers to ensure they provide a comprehensive and welcoming onboarding experience for new employees. The new employee onboarding process is designed to provide support for new employees and ensure that workers of all backgrounds, regardless of their experience working for state government or in natural resources, have the information they need to make their transition to OPRD a positive experience; this supports the retention of new employees.

Training

All Employees

All employees are responsible for supporting a culture of belonging within OPRD. The agency continues to identify training opportunities that are applicable to all staff to support a welcoming culture for our employees, visitors, and volunteers.

In 2024, OPRD partnered with Black Folks Camp Too to design and offer Unity Blaze Customer Service Training. This training provides information on the history and

experience of historically and currently marginalized groups and the outdoors, as well as how to begin creating a welcoming environment for everyone. This training frames equity, inclusion, and engagement through a customer service lens.

OPRD's ADA Coordinator developed a training for all staff, 'Introduction to the Americans with Disabilities Act (ADA) and Oregon Parks and Recreation Department' to support the agency's ADA Transition Plan. This training provides an overview of the Americans with Disabilities Act (ADA), OPRD's commitment to accessibility through the transition plan, and cultivates an accessibility lens for staff to utilize to ensure their work, whether it be programs, projects, or communications, are intentionally considering accessibility.

Management

OPRD has additional training opportunities that support managers. Each year, all managers are required to attend OPRD's HR Essentials. This annual workshop provides managers with information on a variety of topics including hiring, onboarding, protected leaves, and ADA accommodations. This training allows OPRD to ensure that supervisory managers are aligned with agency affirmative action and belonging, equity, and engagement goals.

Additional training is offered to agency leaders, which primarily includes supervisory and non-supervisory managers, through the ASCENT Leadership Program. OPRD is part of a multi-agency coalition that co-sponsors ASCENT, a training program for state employees that focuses on developing skills to lead self, others, teams and organizations in public, complex, and interdependent systems. OPRD engages in ASCENT as a core training to prepare our staff for management and leadership positions.

ASCENT programs include:

- Authentic Leader: A quick dive into self-awareness and what it requires to become an authentic leader.
- Promise of Leadership: The beginning of the journey to self-discovery. This program provides tools and coaching to receive the gift of feedback and learn what means to begin the transformation journey.
- Leader 2 Leader: this series of six sessions gives leaders and managers a forum to practice using the concepts of transformational leadership.

OPRD's Executive Team has been engaged in the Leader 2 Leader program since 2024, and will continue program participation into 2025.

7b. Building Alignment with Belonging, Equity, and Engagement Plan

In January of 2024, OPRD began to implement the Justice, Equity, Diversity, and Inclusion Action Plan. This plan was the result of the agency's continued commitment to value and serve everyone, and to provide safe and equitable access to state parks and agency programs. As OPRD began to engage in the work called for in this plan, it became apparent that the agency needed to take additional steps to operationalize its efforts, and refocus the plan to align with the agency's welcome statement. Moving forward, the plan will be updated and called the Belonging, Equity, and Engagement Plan. The intention of this plan is to commit to providing service for the public that is built into agency operations, and for the plan's commitments to ensure agency practices are truly committed to belonging, equity, engagement, and inclusion.

While OPRD's structure, staff, and approach to this work has changed over the past few years, it's commitment to putting belonging, equity, and engagement into practice remains constant. As the agency operationalized its commitments, the updated plan will implement Targeted Universalism in a way that supports the agency's diverse programs, services, and structure.

7c. Leadership Evaluation Report

ORS 659A.012 states, "To achieve the public policy of the State of Oregon for persons in the state to attain employment and advancement without discrimination because of race, religion, color, sex, marital status, national origin, disability or age, every state agency shall be required to include in the evaluation of all management personnel the manager's or supervisor's effectiveness in achieving affirmative action objectives as a key consideration of the manager's or supervisor's performance." OPRD will be building systems to comply with the revised statute.

For the 25-27 biennium OPRD will identify and establish a process to incorporate accountability for carrying forward actions for their area of operations for both the agency's Affirmative Action plan and the Belonging, Equity, and Engagement (BEE) plan. OPRD's HR team and Belonging, Equity, and Engagement Coordinator will collaborate to establish practices where accountability for carrying forward the goals in this plan can be incorporated into Performance Accountability Feedback plans, reporting mechanisms related to the BEE plan, or other areas that allow the agency to maintain progress by managers to meet plan goals.

8. 2025 - 2027 Affirmative Action Plan

8a. Alignment with Belonging, Equity, and Engagement Plan

The Belonging, Equity, and Engagement Plan is guided by a commitment to Targeted Universalism. Targeted Universalism is a goal-oriented strategy focused on achieving universal goals. OPRD will set universal goals, which are established for all groups and populations the agency serves. Across the agency strategies, or targeted approaches, will be developed to achieve universal goals. Targeted approaches will be developed at the agency and unit level based upon how different groups are situated within structures, culture, and across geographies. The culmination of all these targeted approaches will support the agency in achieving the universal goals.

The Affirmative Action Plan is connected to the Belonging, Equity, and Engagement Plan, as it identifies targeted approaches that support the agency to achieve Universal Goals in access in belonging. The Affirmative Action plan will identify targeted approaches taken by the human resource department and the broader agency that support achieving these goals for a diverse and inclusive workforce.

8b. Universal Goals

OPRD has committed to two initial universal goals. These universal goals align with OPRD's welcoming statement and commit the agency to carry out the work to ensure the welcoming statement is operationalized and that our commitment to the statement goes beyond intention.

- Access: Everyone has access to state parks and agency programs.
- Belonging: Staff engagement creates an inclusive environment where everyone feels they belong at OPRD, as well as in the programs OPRD offers.

8c. Affirmative Action Targeted Approaches, Implementation and Measures for 2025 - 2027

Building Alignment with the Belonging, Equity, and Engagement Plan

Targeted Approach: Implement the welcome statement into operations, to support an environment of belonging and welcoming for all staff across the agency.

OPRD's Engagement unit, as part of the agency's Belonging, Equity, and Engagement Plan, will focus on taking additional steps to ensure the welcome statement is not only actively implemented with OPRD patrons, but also with employees.

To implement this targeted approach, the unit will:

- Identify and establish additional staff training that supports understanding and support of the welcome statement.
- Develop a planning process for each unit, to identify targeted approaches relevant to their work that supports belonging among employees within the unit and agency at large.

To measure the successful implementation and success of these strategies, department will:

- Track training participation by staff and conduct an evaluation of training impact.
- In connection with the agency's Belonging, Equity, and Engagement Plan, establish a process to track targeted approaches, their impact, and to identify which approaches are directed to support staff belonging.
- Using the measurables for each unit's targeted approaches, identify how successful each approach is in implementation and impact.

Commitment to diversifying the candidate pool and candidates hired

Targeted Approach: Evaluate the workforce and candidate pool to determine areas where women, individuals with disabilities, people of color and communities that have been marginalized are underrepresented.

OPRD's Engagement unit in partnership with the Human Resources unit, will support the agency's universal goal of belonging by gathering information to understand how to best diversify the candidate pool for OPRD positions. Additionally, the agency is committed to equal opportunity for hiring in all positions. With this commitment in mind, the agency has initially identified gaps in representation for women, people of color, individuals with disabilities, and other historically underrepresented communities. One example is the gap between the number of women hired in management and field positions. As of January 2025, of all management service employees 37% are female, of field management service employees, 28% are female, and of non-management field employees, 27% are female. While OPRD has data on employee demographics, there is not a detailed understanding of all the gaps and barriers that exist for candidates and employees.

OPRD is committed to minimizing these gaps and removing barriers for candidates and employees.

To implement this approach, the department will:

- Use data and input from existing staff to improve and expand outreach and recruitment efforts.
- Use data and input from existing staff to improve candidate experiences and interview practices.
- Use data to identify areas for improvement leading to proportionate representation in non-management and management positions related to women, individuals with disabilities, people of color, and other underrepresented communities.

To measure the successful implementation and success of these strategies, the department will:

- Identify trends in candidate and employee diversity, focusing on trends related to individuals who are women, people with disabilities, people of color, and other underrepresented communities.
- Establish and implement a strategy to directly address the identified gaps.

Updating and supporting the on-boarding, training, and continuing education of staff

Targeted Approach: Establish training opportunities and resources for staff that support employee belonging and commit OPRD to delivering programming that is inclusive of diverse experiences and cultures, including those of staff.

To operationalize the welcome statement and create an agency where all employees know they belong at OPRD, the agency will commit to providing opportunities that support staff not only be successful in their role, but to successfully commit to the agency's belonging, equity, and engagement goals.

To implement this approach, the department will:

- Review and update onboarding and annual training requirements for staff and volunteers to identify opportunities for establishing principles of belonging, equity, and engagement into OPRD culture and work.
- Provide unconscious bias training for employees to ensure that bias is interrupted and not an unaccounted factor in service delivery or program development.
- Identify and implement resources for managers to invest and support the development of all employees through performance accountability feedback and other opportunities.
- Continue to develop and establish the employee INSIGHTS program, which fosters a holistic agency perspective for staff, and encourages employees to fully engage in their roles, enhance professional development, and foster a more comprehensive understanding of the agency's operations.
- Develop and establish the Range Core Task Book (RCTB) as a foundational training program for the park ranger series. The RCTB provides hands-on practical training for rangers, which allows folks of varying experience in maintenance and technical skills to learn foundational skills while removing expectations that all staff hired into entry level field positions need already have mastered these skills.

To measure the successful implementation and success of these strategies, the department will:

- Measure participation in belonging, equity, and engagement training added as part of onboarding and annual requirements for staff. Use feedback from staff to determine successful adoption of training outcomes into OPRD work.
- Track performance accountability feedback by managers.
- Conduct a review of the INSIGHTS program, including how this program supports performance accountability feedback by managers and employee feedback on the program's ability to support a holistic view of the agency in support of a culture of belonging.
- Track Ranger Core Task Book participation among new hires as the program is implemented across the agency.

Commitment to Business Inclusion and Diversity

Targeted Approach: Increase the number of COBID firms OPRD does business with over the course of the 25-27 biennium.

The Procurement Department has been working internally to align all OPRD units with the updated State of Oregon contracting process through OregonBuys. The unit has identified that OPRD needs to expand support for additional contractors and businesses to be added to the OregonBuys system.

To implement this approach, OPRD will:

- Conduct outreach with OPRD units across the state and the State Procurement Services, Office of Procurement Equity to identify minority-owned, women-owned, and service-disabled veteran-owned businesses that could do work with OPRD, and support them in their process to be registered in the OregonBuys system.

To measure the successful implementation and success of these strategies, the human resources department will:

- Measure the number of COBID contracts OPRD enters into over the 25-27 biennium.
- Track the number of COBID businesses the department supports to get registered with Oregon Buys.

9. Status of Contracts with Minority or Women-owned Businesses

ORS 659A.015 requires affirmative action reports to include information on awards of construction, service, and personal service contracts awarded to minority businesses. In the 2023-2025 biennium, OPRD had 58 contracts with minority or women owned businesses.

10. Complaint Options

All Oregon Parks and Recreation Department employees, commissioners, and volunteers are expected to follow the State of Oregon's Discrimination and Harassment Free Workplace policy, 50.010.01 and the Maintaining a Professional Workplace policy, 50.010.03.

"Oregon state government provides a work environment free from unlawful discrimination and workplace harassment on the basis of race, color,

religion, sex, sexual orientation, national origin, marital status, age, expunged juvenile record, performance of duty in a uniformed service or physical or mental disability, or any other characteristic protected by local law, regulation or ordinance. All employees, including limited duration and temporary employees, board and commission members, elected officials, volunteers, interns, others working in an agency and prospective employees are entitled to a respectful and productive work environment free from behavior, action or language that constitutes workplace harassment, discrimination, sexual harassment and sexual assault. Any conduct at work that a reasonable person in the individual's circumstances would consider unwelcome, intimidating, hostile, threatening, violent, abusive or offensive is prohibited. Employment actions, including hiring, promotion, termination and compensation decisions based on a protected class is also prohibited."

50.010.01

"Employees of all service types and volunteers, at every level of the agency (including boards and commissions), must foster an environment that encourages professionalism and discourages disrespectful behavior. All employees and volunteers must behave respectfully and professionally and refrain from engaging in inappropriate workplace behavior."

50.010.03

Anyone who is subject to or aware of what they believe to be discrimination, workplace harassment, sexual harassment, or sexual assault should make a complaint to the agency's labor relations manager or an OPRD manager. For more policy information, including what to include in a report, [review the policy online here](#).

Anyone who is subject to or aware of inappropriate workplace behavior should report it to their immediate supervisor, another manager, or the labor relations manager. For more policy information, including what to include in a report, [review the policy online here](#).

OPRD Labor Relations Manager: Cindy Vinton, Cindy.VINTON@oprds.oregon.gov, 503-507-2264

Workforce Demographic Data and Analysis: Job Category

As of June 30, 2023

Race/Ethnicity	Administrative		Officials and Administrators		Professionals		Protective Service Workers		Service		Skilled Craft Workers		Technicians		Total	
	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number
American Indian or Alaska Native (United States of America)	0.0%	0	0.0%	0	0.6%	1	0.0%	0	3.7%	20	0.0%	0	0.0%	0	2.6%	21
Asian (United States of America)	0.0%	0	3.8%	1	1.7%	3	0.0%	0	0.9%	5	0.0%	0	0.0%	0	1.1%	9
Black or African American (United States of America)	2.4%	1	0.0%	0	0.6%	1	0.0%	0	1.1%	6	0.0%	0	0.0%	0	1.0%	8
Hispanic or Latino (United States of America)	7.3%	3	3.8%	1	4.5%	8	0.0%	0	5.5%	30	0.0%	0	0.0%	0	5.2%	42
I do not wish to answer. (United States of America)	0.0%	0	7.7%	2	2.3%	4	0.0%	0	5.3%	29	0.0%	0	0.0%	0	4.5%	36
Native Hawaiian or Other Pacific Islander (United States of America)	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.2%	1	0.0%	0	0.0%	0	0.1%	1
Two or More Races (United States of America)	12.2%	5	0.0%	0	2.8%	5	0.0%	0	4.6%	25	0.0%	0	11.1%	1	4.5%	36
White (United States of America)	78.0%	32	84.6%	22	87.6%	155	0.0%	0	78.6%	427	0.0%	0	100.0%	9	81.1%	652
Total	100.0%	41	100.0%	26	100.0%	177	0.0%	0	100.0%	543	0.0%	0	100.0%	9	100.0%	804

As of June 30, 2024

Race/Ethnicity	Administrative		Officials and Administrators		Professionals		Protective Service Workers		Service		Skilled Craft Workers		Technicians		Total	
	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number
American Indian or Alaska Native (United States of America)	0.0%	0	0.0%	0	1.0%	2	0.0%	0	3.2%	18	0.0%	0	0.0%	0	2.3%	20
Asian (United States of America)	0.0%	0	3.6%	1	1.5%	3	0.0%	0	1.1%	6	0.0%	0	0.0%	0	1.2%	10
Black or African American (United States of America)	3.5%	2	3.6%	1	1.0%	2	0.0%	0	0.9%	5	0.0%	0	0.0%	0	1.2%	10
Hispanic or Latino (United States of America)	7.0%	4	7.1%	2	4.6%	9	0.0%	0	3.9%	22	0.0%	0	0.0%	0	4.3%	37
I do not wish to answer. (United States of America)	1.8%	1	3.6%	1	2.5%	5	0.0%	0	5.0%	28	0.0%	0	7.1%	1	4.2%	36
Native Hawaiian or Other Pacific Islander (United States of America)	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.5%	3	0.0%	0	0.0%	0	0.3%	3
Two or More Races (United States of America)	8.8%	5	0.0%	0	3.0%	6	0.0%	0	4.8%	27	0.0%	0	7.1%	1	4.5%	39
White (United States of America)	78.9%	45	82.1%	23	86.3%	170	0.0%	0	80.7%	455	0.0%	0	85.7%	12	82.0%	706
Total	100.0%	57	100.0%	28	100.0%	197	0.0%	0	100.0%	564	0.0%	0	100.0%	14	100.0%	861

Workforce Demographic Data and Analysis: Generation

As of June 30, 2023										
Race/Ethnicity	Baby Boomers		Generation X		Generation Z (1997 -		Millennials (1981 - 1996)		Total	
	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number
American Indian or Alaska Native (United States of America)	1.8%	2	1.2%	3	4.7%	3	2.5%	7	2.1%	15
Asian (United States of America)	0.0%	0	1.6%	4	3.1%	2	0.4%	1	1.0%	7
Black or African American (United States of America)	0.0%	0	1.2%	3	1.6%	1	0.7%	2	0.9%	6
Hispanic or Latino (United States of America)	0.9%	1	2.4%	6	10.9%	7	6.2%	17	4.4%	31
I do not wish to answer. (United States of America)	0.0%	0	4.0%	10	7.8%	5	4.0%	11	3.7%	26
Native Hawaiian or Other Pacific Islander (United States of America)	0.0%	0	0.0%	0	0.0%	0	0.4%	1	0.1%	1
Two or More Races (United States of America)	6.4%	7	4.0%	10	1.6%	1	3.6%	10	4.0%	28
White (United States of America)	90.8%	99	85.6%	214	70.3%	45	82.2%	226	83.7%	585
Total	100.0%	109	100.0%	250	100.0%	64	100.0%	275	100.0%	699

As of June 30, 2024										
Race/Ethnicity	Baby Boomers		Generation X		Generation Z (1997 -		Millennials (1981 - 1996)		Total	
	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number
American Indian or Alaska Native (United States of America)	2.7%	3	0.7%	2	5.1%	7	2.4%	8	2.3%	20
Asian (United States of America)	0.0%	0	1.4%	4	3.7%	5	0.3%	1	1.2%	10
Black or African American (United States of America)	0.0%	0	1.4%	4	2.2%	3	0.9%	3	1.2%	10
Hispanic or Latino (United States of America)	0.9%	1	2.9%	8	7.4%	10	5.4%	18	4.3%	37
I do not wish to answer. (United States of America)	2.7%	3	3.6%	10	5.1%	7	4.8%	16	4.2%	36
Native Hawaiian or Other Pacific Islander (United States of America)	0.0%	0	0.7%	2	0.0%	0	0.3%	1	0.3%	3
Two or More Races (United States of America)	7.3%	8	5.7%	16	2.9%	4	3.3%	11	4.5%	39
White (United States of America)	86.4%	95	83.6%	234	73.5%	100	82.7%	277	82.0%	706
Total	100.0%	110	100.0%	280	100.0%	136	100.0%	335	100.0%	861

Workforce Demographic Data and Analysis: Gender

As of June 30, 2023

Race/Ethnicity	Female		Male		Total	
	Percent	Number	Percent	Number	Percent	Number
American Indian or Alaska Native (United States of America)	2.2%	7	2.9%	14	2.6%	21
Asian (United States of America)	1.9%	6	0.6%	3	1.1%	9
Black or African American (United States of America)	0.6%	2	1.2%	6	1.0%	8
Hispanic or Latino (United States of America)	4.7%	15	5.6%	27	5.2%	42
I do not wish to answer. (United States of America)	6.0%	19	3.5%	17	4.5%	36
Native Hawaiian or Other Pacific Islander (United States of America)	0.0%	0	0.2%	1	0.1%	1
Two or More Races (United States of America)	5.6%	18	3.7%	18	4.5%	36
White (United States of America)	79.3%	253	82.3%	399	81.1%	652
Total	100.0%	319	100.0%	485	100.0%	804

As of June 30, 2024

Race/Ethnicity	Female		Male		Total	
	Percent	Number	Percent	Number	Percent	Number
American Indian or Alaska Native (United States of America)	2.3%	8	2.3%	12	2.3%	20
Asian (United States of America)	1.7%	6	0.8%	4	1.2%	10
Black or African American (United States of America)	1.7%	6	0.8%	4	1.2%	10
Hispanic or Latino (United States of America)	4.3%	15	4.3%	22	4.3%	37
I do not wish to answer. (United States of America)	4.9%	17	3.7%	19	4.2%	36
Native Hawaiian or Other Pacific Islander (United States of America)	0.6%	2	0.2%	1	0.3%	3
Two or More Races (United States of America)	4.9%	17	4.3%	22	4.5%	39
White (United States of America)	79.7%	278	83.6%	428	82.0%	706
Total	100.0%	349	100.0%	512	100.0%	861

Workforce Demographic Data and Analysis: Disability Reporting

As of June 30, 2023

Race/Ethnicity	No Reported		Reported		Total	
	Percent	Number	Percent	Number	Percent	Number
American Indian or Alaska Native (United States of America)	2.5%	20	9.1%	1	2.6%	21
Asian (United States of America)	1.1%	9	0.0%	0	1.1%	9
Black or African American (United States of America)	1.0%	8	0.0%	0	1.0%	8
Hispanic or Latino (United States of America)	5.2%	41	9.1%	1	5.2%	42
I do not wish to answer. (United States of America)	4.5%	36	0.0%	0	4.5%	36
Native Hawaiian or Other Pacific Islander (United States of America)	0.1%	1	0.0%	0	0.1%	1
Two or More Races (United States of America)	4.4%	35	9.1%	1	4.5%	36
White (United States of America)	81.2%	644	72.7%	8	81.1%	652
Total	100.0%	793	100.0%	11	100.0%	804

As of June 30, 2024

Race/Ethnicity	No Reported		Reported		Total	
	Percent	Number	Percent	Number	Percent	Number
American Indian or Alaska Native (United States of America)	2.4%	20	0.0%	0	2.3%	20
Asian (United States of America)	1.2%	10	0.0%	0	1.2%	10
Black or African American (United States of America)	1.2%	10	0.0%	0	1.2%	10
Hispanic or Latino (United States of America)	4.4%	37	0.0%	0	4.3%	37
I do not wish to answer. (United States of America)	4.2%	36	0.0%	0	4.2%	36
Native Hawaiian or Other Pacific Islander (United States of America)	0.4%	3	0.0%	0	0.3%	3
Two or More Races (United States of America)	4.5%	38	8.3%	1	4.5%	39
White (United States of America)	81.9%	696	91.7%	11	82.0%	706
Total	100.0%	850	100.0%	12	100.0%	861

Workforce Demographic Data and Analysis: Veteran Status

As of June 30, 2023

Race/Ethnicity	Not a Veteran		Veteran		Total	
	Percent	Number	Percent	Number	Percent	Number
American Indian/alaska native	2.2	17	8.5	4	2.6	21
Asian (United States of America)	1.2%	9	0.0%	0	1.1%	9
Black or African American (United States of America)	1.1%	8	0.0%	0	1.0%	8
Hispanic or Latino (United States of America)	5.3%	40	0.0%	2	5.2%	42
I do not wish to answer. (United States of America)	4.6%	35	2.1%	1	4.5%	36
Native Hawaiian or Other Pacific Islander (United States of America)	0.1%	1	0.0%	0	0.1%	1
Two or More Races (United States of America)	4.6%	35	2.1%	1	4.5%	36
White (United States of America)	81.0%	613	83.0%	39	81.1%	652
Total	100.0%	757	100.0%	47	100.0%	804

As of June 30, 2024

Race/Ethnicity	Not a Veteran		Veteran		Total	
	Percent	Number	Percent	Number	Percent	Number
American Indian/alaska native	2.3	19	1.9	1	2.3	20
Asian (United States of America)	1.2%	10	0.0%	0	1.2%	10
Black or African American (United States of America)	1.2%	10	0.0%	0	1.2%	10
Hispanic or Latino (United States of America)	4.3%	35	3.8%	2	4.3%	37
I do not wish to answer. (United States of America)	4.4%	36	0.0%	0	4.2%	36
Native Hawaiian or Other Pacific Islander (United States of America)	0.4%	3	0.0%	0	0.3%	3
Two or More Races (United States of America)	4.7%	38	1.9%	1	4.5%	39
White (United States of America)	81.3%	658	92.3%	48	82.0%	706
Total	100.0%	809	100.0%	52	100.0%	861

Workforce Demographic Data and Analysis: Supervisor

As of June 30, 2023

Race/Ethnicity	No		Yes		Total	
	Percent	Number	Percent	Number	Percent	Number
American Indian or Alaska Native (United States of America)	2.9%	21	0.0%	0	2.6%	21
Asian (United States of America)	1.1%	8	1.2%	1	1.1%	9
Black or African American (United States of America)	1.1%	8	0.0%	0	1.0%	8
Hispanic or Latino (United States of America)	5.2%	38	4.9%	4	5.2%	42
I do not wish to answer. (United States of America)	4.8%	35	1.2%	1	4.5%	36
Native Hawaiian or Other Pacific Islander (United States of America)	0.1%	1	0.0%	0	0.1%	1
Two or More Races (United States of America)	4.7%	34	3.7%	3	4.5%	36
White (United States of America)	80.2%	585	88.9%	72	81.1%	652
Total	100.0%	729	100.0%	81	100.0%	804

As of June 30, 2024

Race/Ethnicity	No		Yes		Total	
	Percent	Number	Percent	Number	Percent	Number
American Indian or Alaska Native (United States of America)	2.4%	19	1.2%	1	2.3%	20
Asian (United States of America)	1.1%	9	1.2%	1	1.2%	10
Black or African American (United States of America)	1.1%	9	1.2%	1	1.2%	10
Hispanic or Latino (United States of America)	4.5%	35	2.4%	2	4.3%	37
I do not wish to answer. (United States of America)	4.5%	35	1.2%	1	4.2%	36
Native Hawaiian or Other Pacific Islander (United States of America)	0.4%	3	0.0%	0	0.3%	3
Two or More Races (United States of America)	4.6%	36	3.6%	3	4.5%	39
White (United States of America)	81.4%	639	89.3%	75	82.0%	706
Total	100.0%	785	100.0%	84	100.0%	861

Workforce Demographic Data and Analysis: Promotion

July 1, 2022 to June 30, 2023

Race/Ethnicity	No (Not Supervisory)	Count
American Indian/Alaska Native		2
Asian (United States of America)		
Black or African American (United States of America)		1
Hispanic or Latino (United States of America)		1
I do not wish to answer. (United States of America)		2
Two or More Races (United States of America)		1
White (United States of America)		31
Total		38

July 1, 2022 to June 30, 2023

Race/Ethnicity	Female	Male	Count
American indian/Alask Native		4	4
Asian (United States of America)			
Black or African American (United States of America)		1	1
Hispanic or Latino (United States of America)	1	2	4
I do not wish to answer. (United States of America)	3		4
Two or More Races (United States of America)	2	1	3
White (United States of America)	26	42	85
Total	32	50	101

July 1, 2023 to June 30, 2024

Race/Ethnicity	No (Not Supervisory)	Count
American Indian/Alaska Native		29
Asian (United States of America)		12
Black or African American (United States of America)		12
Hispanic or Latino (United States of America)		52
I do not wish to answer. (United States of America)		52
Native Hawaiian or Other Pacific Islander (United States of America)		3
Two or More Races (United States of America)		39
White (United States of America)		754
Total		952

July 1, 2023 to June 30, 2024	Female	Male	Count
Race/Ethnicity			
American Indian/Aslask Native	11	18	29
Asian (United States of America)	8	5	13
Black or African American (United States of America)	6	7	13
Hispanic or Latino (United States of America)	20	33	53
I do not wish to answer. (United States of America)	25	28	53
Native Hawaiian	2	1	3
Two or More Races (United States of America)	19	23	42
White (United States of America)	322	494	816
Total	412	609	1,021

Workforce Demographic Data and Analysis: New Hire

Job Category																
July 1, 2022 to June 30, 2023																
Race/Ethnicity	Administrative Percent	Administrative Number	Officials and Percent	Officials and Number	Professionals Percent	Professionals Number	Protective Perc ent	Protective Num ber	Service Percent	Service Number	Skilled Craft Percent	Skilled Craft Number	Technicians Percent	Technicians Number	Total Percent	Total Number
American Indian or Alaska Native (United States of America)	0.0%	0	0.0%	0	0.0%	0	0.0%	0	4.1%	9	0.0%	0	0.0%	0	3.5%	9
Asian (United States of America)	0.0%	0	0.0%	0	0.0%	0	0.0%	0	2.3%	5	0.0%	0	0.0%	0	2.0%	5
Black or African American (United States of America)	0.0%	0	0.0%	0	0.0%	0	0.0%	0	2.3%	5	0.0%	0	0.0%	0	2.0%	5
Hispanic or Latino (United States of America)	20.0%	1	0.0%	0	8.0%	2	0.0%	0	10.0%	22	0.0%	0	0.0%	0	9.8%	25
I do not wish to answer. (United States of America)	0.0%	0	66.7%	2	12.0%	3	0.0%	0	9.5%	21	0.0%	0	0.0%	0	10.2%	26
Native Hawaiian or Other Pacific Islander (United States of America)	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0
Two or More Races (United States of America)	20.0%	1	0.0%	0	0.0%	0	0.0%	0	3.5%	8	0.0%	0	0.0%	0	3.5%	9
White (United States of America)	60.0%	3	33.3%	1	80.0%	20	0.0%	0	68.2%	150	0.0%	0	100.0%	1	68.9%	175
Total	100.0%	5	100.0%	3	100.0%	25	0.0%	0	100.0%	220	0.0%	0	100.0%	1	100.0%	254

Gender						
July 1, 2022 to June 30, 2023						
Race/Ethnicity	Female		Male		Total	
	Percent	Number	Percent	Number	Percent	Number
American Indian or Alaska Native (United States of America)	3.3%	3	3.5%	5	3.5%	9
Asian (United States of America)	3.3%	3	0.7%	1	2.0%	5
Black or African American (United States of America)	1.1%	1	2.8%	4	2.0%	5
Hispanic or Latino (United States of America)	8.8%	8	12.1%	17	9.8%	25
I do not wish to answer. (United States of America)	12.1%	11	8.5%	12	10.2%	26
Native Hawaiian or Other Pacific Islander (United States of America)	0.0%	0	0.0%	0	0.0%	0
Two or More Races (United States of America)	3.3%	3	4.3%	6	3.5%	9
White (United States of America)	68.1%	62	68.1%	96	68.9%	175
Total	100.0%	91	100.0%	141	100.0%	254

Disabilty Reporting						
July 1, 2022 to June 30, 2023						
Race/Ethnicity	No		Yes		Total	
	Percent	Number	Percent	Number	Percent	Number
American Indian or Alaska Native (United States of America)	3.6%	9	0.0%	0	3.5%	9
Asian (United States of America)	2.0%	5	0.0%	0	2.0%	5
Black or African American (United States of America)	2.0%	5	0.0%	0	2.0%	5
Hispanic or Latino (United States of America)	9.5%	24	50.0%	1	9.8%	25
I do not wish to answer. (United States of America)	10.3%	26	0.0%	0	10.2%	26
Native Hawaiian or Other Pacific Islander (United States of America)	0.0%	0	0.0%	0	0.0%	0
Two or More Races (United States of America)	3.6%	9	0.0%	0	3.5%	9
White (United States of America)	69.0%	174	50.0%	1	68.9%	175
Total	100.0%	252	100	2	100.0%	254

Veteran Status						
July 1, 2022 to June 30, 2023						
Race/Ethnicity	Not a Veteran		Veteran		Total	
	Percent	Number	Percent	Number	Percent	Number
American Indian or Alaska Native (United States of America)	3.4%	8	5.0%	1	3.5%	9
Asian (United States of America)	2.1%	5	0.0%	0	2.0%	5
Black or African American (United States of America)	2.1%	5	0.0%	0	2.0%	5
Hispanic or Latino (United States of America)	10.3%	24	5.0%	1	9.8%	25
I do not wish to answer. (United States of America)	11.1%	26	0.0%	0	10.2%	26
Native Hawaiian or Other Pacific Islander (United States of America)	0.0%	0	0.0%	0	0.0%	0
Two or More Races (United States of America)	3.4%	8	5.0%	1	3.5%	9
White (United States of America)	67.5%	158	85.0%	17	68.9%	175
Total	100.0%	234	100	20	100.0%	254

Job Category																
July 1, 2023 to June 30, 2024																
Race/Ethnicity	Administrative Percent	Administrative Number	Officials and Percent	Officials and Number	Professionals Percent	Professionals Number	Protective Perc ent	Protective Num ber	Service Percent	Service Number	Skilled Craft Percent	Skilled Craft Number	Technicians Percent	Technicians Number	Total Percent	Total Number

American Indian or Alaska Native (United States of America)	0.0%	0	11.1%	1	7.1%	2	0.0%	0	4.8%	10	0.0%	0	0.0%	0	4.2%	11
Asian (United States of America)	0.0%	0	11.1%	1	3.6%	1	0.0%	0	1.0%	2	0.0%	0	0.0%	0	1.9%	5
Black or African American (United States of America)	0.0%	0	0.0%	0	10.7%	3	0.0%	0	1.4%	3	0.0%	0	0.0%	0	1.5%	4
Hispanic or Latino (United States of America)	0.0%	0	0.0%	0	10.7%	3	0.0%	0	4.3%	9	0.0%	0	0.0%	0	4.5%	12
I do not wish to answer. (United States of America)	16.7%	2	11.1%	1	0.0%	0	0.0%	0	7.6%	16	0.0%	0	40.0%	2	9.1%	24
Native Hawaiian or Other Pacific Islander (United States of America)	0.0%	0	0.0%	0	0.0%	0	0.0%	0	1.0%	2	0.0%	0	0.0%		0.8%	2
Two or More Races (United States of America)	8.3%	1	0.0%	0	3.6%	1	0.0%	0	3.8%	8	0.0%	0	0.0%		3.8%	10
White (United States of America)	75.0%	9	66.7%	6	64.3%	18	0.0%	0	76.2%	160	0.0%	0	60.0%	3	74.2%	196
Total	100.0%	12	100.0%	9	100.0%	28	0.0%	0	100.0%	210	0.0%	0	100.0%	5	100.0%	264

Gender

July 1, 2023 to June 30, 2024

Race/Ethnicity	Female		Male		Total	
	Percent	Number	Percent	Number	Percent	Number
American Indian or Alaska Native (United States of America)	4.5%	5	4.0%	6	4.2%	11
Asian (United States of America)	2.7%	3	1.3%	2	1.9%	5
Black or African American (United States of America)	2.7%	3	0.7%	1	1.5%	4
Hispanic or Latino (United States of America)	5.4%	6	4.0%	6	4.5%	12
I do not wish to answer. (United States of America)	9.0%	10	8.7%	13	9.1%	24
Native Hawaiian or Other Pacific Islander (United States of America)	1.8%	2	0.0%	0	0.8%	2
Two or More Races (United States of America)	2.7%	3	4.7%	7	3.8%	10
White (United States of America)	71.2%	79	76.5%	114	74.2%	196
Total	100.0%	111	100.0%	149	100.0%	264

Disabilty Reporting

July 1, 2023 to June 30, 2024

Race/Ethnicity	No		Yes		Total	
	Percent	Number	Percent	Number	Percent	Number
American Indian or Alaska Native (United States of America)	11.8%	4	0.0%	0	11.8%	4
Asian (United States of America)	0.0%	0	0.0%	0	0.0%	0
Black or African American (United States of America)	0.0%	0	0.0%	0	0.0%	0
Hispanic or Latino (United States of America)	5.9%	2	0.0%	0	5.9%	2
I do not wish to answer. (United States of America)	14.7%	5	0.0%	0	14.7%	5
Native Hawaiian or Other Pacific Islander (United States of America)	0.0%	0	0.0%	0	0.0%	0
Two or More Races (United States of America)	8.8%	3	0.0%	0	8.8%	3
White (United States of America)	58.8%	20	0.0%	0	58.8%	20
Total	100.0%	34	0.0%	0	100.0%	34

Veteran Status

July 1, 2023 to June 30, 2024

Race/Ethnicity	Not a Veteran		Veteran		Total	
	Percent	Number	Percent	Number	Percent	Number
American Indian or Alaska Native (United States of America)	4.5%	11	0.0%	0	4.2%	11
Asian (United States of America)	2.0%	5	0.0%	0	1.9%	5
Black or African American (United States of America)	1.6%	4	0.0%	0	1.5%	4
Hispanic or Latino (United States of America)	4.9%	12	0.0%	0	4.5%	12
I do not wish to answer. (United States of America)	9.8%	24	0.0%	0	9.1%	24
Native Hawaiian or Other Pacific Islander (United States of America)	0.8%	2	0.0%	0	0.8%	2
Two or More Races (United States of America)	4.1%	10	0.0%	0	3.8%	10
White (United States of America)	71.1%	175	100.0%	18	73.1%	193
Total	100.0%	246	100.0%	18	100.0%	264



OPRD Policy # GEN.090.000:

Universal Access to Park Facilities and Programs Policy

Authorized:

Date:

Lisa Sumption, Director

8/27/2019

INTRODUCTION & OVERVIEW

Summary Policy Statement

The Oregon Parks and Recreation Department (OPRD) is committed to connecting people to meaningful park experiences, regardless of ability or disability.

Purpose

The purpose of this policy is to establish a framework for planning and effective implementation of actions necessary to ensure OPRD visitors have the highest level of accessibility to OPRD programs, facilities and services.

Goals

The goals of this policy are to:

- Support a culture committed to universal access and quickly respond to visitors' access needs;
- Comply with legal requirements and go beyond those requirements to provide the best visitor access and service feasible;
- Integrate emerging techniques and methods into OPRD operations and designs to ensure the greatest level of access to programs, facilities and services; and
- Utilize best practices for universal access to help fulfill OPRD strategic focus.

We will know we are achieving our goals if the following are demonstrated:

- Park visitors with disabilities are able to have very similar experiences compared with visitors without disabilities;
- Park visitors with disabilities know the level of accessibility of our facilities and programs, and are able to use most park facilities, programs and services;
- Individuals with disabilities are able to communicate with OPRD about their concerns and suggestions, and the department takes action when possible to address those concerns;
- Employees integrate universal access into planning efforts and daily activities; and

- Employees have access to training and resources enabling them to promote and provide universal access.

Authority

The authority for this policy is established in the following:

- **The Americans with Disabilities Act (ADA) of 1990 including 2008 amendments**
- **The US Department of Justice 2010 ADA Standards for Accessible Design**
- **The Architectural Barriers Act (ABA) of 1968**
- **ABA Accessibility Standard for Federal Facilities**
- **ORS 390.124 Commission Rulemaking Authority**
- **ORS 447.233 Oregon Transportation Commission Adopted Standards**

Background

OPRD's commitment to provide accessibility began in the early 1970's as a result of the federal requirement to provide accessible facilities at OPRD properties where federal funding had been used in development. In those early efforts OPRD was focused on meeting the minimum design standards. As the department gained more visitors with disabilities it quickly became apparent that when it was possible to exceed those minimum standards the facilities and programs became even more usable, not only to those with recognized disabilities, but to elderly visitors, people with temporary disabilities and families with young children. This knowledge led to the department embracing the concept of universal access, which not only satisfies the letter of the law, but goes beyond the minimums and provides the maximum accessibility for all visitors, which support Oregon's tourism and economy.

POLICY PROVISIONS

Definitions

Auxiliary Aids: Services and devices provided to aid the understanding or experience of individuals with disabilities. Examples: interpreters, video remote interpreting, handset or other amplifiers, telephones compatible with hearing aids, closed caption decoders, captioning, text phones, magnifiers, braille materials, taped texts, optical readers, etc.

Comparable Experience: An experience for individuals with disabilities that is as close as is reasonable to the experience currently available to the public.

Disability: Physical or mental impairment that substantially limits one or more major life activities; a record of such an impairment; or being regarded as having such an impairment.

Reasonable Accommodation: Modifications or adjustments to a program or park facility that makes it easier for a visitor with a disability to participate in the program or access the facility in the same manner as other members of the public.

Universal Access: Providing outdoor recreation opportunities for visitors of all abilities.

Universal Design: Designing programs, services, tools, and facilities so that they are useable, without modification, by the widest range of visitors possible, taking into account a variety of abilities and disabilities.

Policy Statements

General

1. It is OPRD's policy to establish universal access as a core value in the organization. OPRD is committed to providing the highest level of accessibility that is reasonable and to go beyond minimum levels required by law. Therefore, the following apply:
 - a. Universal access is everyone's responsibility. Every OPRD manager, employee and volunteer shall be an active participant and comply with all department policies, procedures and other guidance on this topic, and make accessibility improvement a goal.
 - b. Each OPRD division and program area shall integrate accessibility considerations in planning efforts to ensure OPRD facilities, programs and services are accessible and usable by all people, including those with disabilities.
 - c. Managers and employees are encouraged to exceed the requirements for visitor accessibility through innovative techniques and partnerships when reasonable.
 - d. OPRD will commit resources as available to ensure accessibility meets visitors' needs, and managers and employees have the training and expertise they need to succeed.
 - e. Decisions on providing reasonable accommodation will consider budget, engineering constraints, and impacts to sensitive cultural and natural resources.

Guiding Principles for Key Areas

2. Although each OPRD program shall consider universal access specifics for its operations, the following guiding principles apply to key areas:
 - a. **Park Facilities:** OPRD shall design, construct and operate all buildings and facilities open to the public so they are accessible to and usable by visitors with disabilities to the greatest extent reasonable. As such, OPRD's new and renovated buildings and facilities shall comply with appropriate ADA design standards and should go beyond when possible to incorporate the principles of universal design. Older buildings and facilities, as well as temporary structures, will be modified, to the extent reasonable, to ensure that programs can be provided in an accessible location. When considering modifications, OPRD shall evaluate the impact to park resources, visitor safety, and scenic value, as well as the importance of the facility, the significance of the attraction and costs of each alternative and proposed modification. OPRD shall avoid, minimize, or mitigate physical and indirect impacts to significant features of properties listed in or eligible for listing in the National Register of Historic Places and/or of significance to Native American Tribes.
 - b. **Visitor Experience:** OPRD aims to ensure that all OPRD parks are open and inviting to every visitor by providing a welcoming, inclusive and safe environment. OPRD shall plan and deliver programs that offer activities in the most integrated setting possible; providing visitors with detailed information so that they can decide

- if the program is appropriate for themselves. OPRD shall, within policy, allow drive on beach access with a vehicle or other power-driven mobility devices.
- c. **Resource Interpretation and Education:** OPRD is committed to ensuring that visitors with varying abilities receive interpretive experiences equitably. OPRD recognizes that people have varying abilities. OPRD is committed to planning and providing resource interpretation, educational materials and activities that meet the needs of individuals with a variety of physical and cognitive abilities and learning styles.
 - d. **Cultural and Historical Resource Management:** OPRD strives to provide visitors with a disability the highest feasible level of physical access to historic properties (historic properties refers to any building, site, district, object, or structure that could be eligible for listing, including landscapes and viewsheds) consistent with the preservation of each property's significant features listed in or eligible for listing in the National Register of Historic Places and/or of significance to Native American Tribes. Access modifications shall be designed and installed to least affect the features of a property that contribute to its significance. If access modifications cannot be provided, OPRD shall make every effort to provide alternative methods of achieving program access.
 - e. **Contracts and Procurements:** OPRD shall include language in its contracts and agreements that address universal access, where appropriate.
 - f. **Concessions Management:** OPRD is committed to partnering with concessioners who display commitment to accessibility in the delivery of services to park visitors. OPRD shall include accessibility criteria when selecting and evaluating its concessionaires.
 - g. **Grant Management:** OPRD is committed to offering grants and resources to partners who display commitment to accessibility in their project proposals and who are working to promote universal access in Oregon.
 - h. **Public Communication and Interaction:** OPRD shall provide reasonable accommodations to individuals with disabilities who are interested in agency programs and services, or who want to provide input as part of advisory committees, public hearings and other types of activities. OPRD shall plan communication materials and select meeting places with accessibility in mind. OPRD shall take all feasible steps to ensure effective communication with individuals with hearing and visual impairments by providing appropriate auxiliary aids to allow the opportunity to participate in OPRD programs and activities.

Universal Access Advisory Group

- 3. To support its goal of providing universal access, OPRD established the Universal Access Advisory Group, a group of individuals representing all areas of the agency and serving as the agency's advisory board on issues of access and accommodations.
- 4. The Universal Access Advisory Group makes recommendations to management to ensure the agency complies with applicable laws and continues to provide the greatest reasonable level of access to park visitors, employees and volunteers. The Universal Access Advisory Group members participate in various forums to understand the disabilities community and to inform and advise OPRD policy in order to improve access for individuals with a range of disabilities.

5. The Universal Access Advisory Group recommends policy, procedures, associated guidance and training to executive management.

The specific group tasks, membership, roles and responsibilities are detailed in the Universal Access Advisory Group Charter.

Internal Training and Communication

6. OPRD shall provide sufficient general communication and training to increase overall awareness of universal access throughout the agency and support an environment in which universal access becomes part of the organizational culture.
7. OPRD shall ensure key personnel, including but not limited to planners, engineers, interpretive rangers and project managers, have access to specialized, up to date training and technical resources to support effective and efficient ways of improving access.

External Communication & Strategic Partnerships

8. OPRD shall strive to communicate effectively and in a timely manner with the public to ensure park visitors know the level of access available to them for the locations, programs and services in which they are interested.
9. OPRD will involve park visitors in identifying desired improvements by encouraging open communication between the department and visitors with disabilities.
10. OPRD will develop and follow standards for formally addressing public complaints and requests for accommodations. Complaints will be coordinated centrally but addressed locally. The ADA Coordinator will be the agency point of contact and Operations Support Managers will coordinate with field staff to gather information needed to respond to complaints and requests.
11. OPRD will pursue partnerships with external resources to improve service delivery, increase internal knowledge and expertise, and find alternative experiences when providing accommodations locally is not feasible.
12. OPRD will encourage input from visitors with disabilities and advocacy groups by periodically providing a forum to discuss access to programs and facilities.

Monitoring and Evaluation

13. **ADA Transition Plan:** To support effective universal access, OPRD will develop and maintain a transition plan that lists OPRD facilities, their current accessibility level, the desired accessibility level, and the level of work needed to achieve the desired accessibility level.
 - a. The Universal Access Advisory Group is tasked with developing the Transition Plan and presenting it to the executive team for approval. The Transition Plan will set reasonable goals for facility accessibility and will be developed with input from field managers.
 - b. The Transition Plan will include a self-evaluation of agency programs, services and facilities inventory that lists the total number of facilities, which facilities are currently accessible and what barriers exist if a facility is not accessible.

- c. The Universal Access Advisory Group will periodically review and revise the Transition Plan when facilities or standards change significantly or every three (3) years, whichever is sooner.
14. **ADA Reviews:** OPRD is committed to providing the resources necessary to ensure that if staff have specific questions regarding accessibility, they will find the proper resources to answer their questions. To assist in providing these resources OPRD will designate an agency ADA Coordinator to serve as a standing member of the Universal Access Advisory Group and prioritize ADA review requests to ensure timely and proper responses to requests.

Evaluations

Suggested elements for evaluating this policy's effectiveness:

- Level and nature of ADA complaints received.
- Timeliness of response to complaints and the accommodations made to satisfy the complaint.
- Trainings on ADA related topics given throughout the year.
- Progress made on developing, implementing, and maintaining the Transition Plan
- Use of universal access design standards and technology when making facility upgrades or designing new programs.

PROCEDURES, FORMS & GUIDES

- A. OPRD Universal Access Advisory Group Charter

ADMINISTRATION

Leadership

Responsible Director's Group Member: Deputy Director of Administration
Lead responsibility delegated: ADA Coordinator
Contact for questions: ADA Coordinator

Dates

First Approval Date: 06/16/2014
Revision schedule: every 3 years
Last Revision Date: 8/27/2019
Next Revision Date: 8/27/2022

Feedback

Your comments are extremely important to improving the effectiveness of this policy. Email policy.feedback@oregon.gov to comment on this or any policy. Please list the policy number and name in your e-mail's subject. Your comments will be reviewed during the policy revisions process and may result in changes to the policy.

OREGON PARKS AND RECREATION DEPARTMENT

Uniform & Appearance Manual



Rev. April 2022

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Uniform Manual, April 2022

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Changes to Manual

The following are additions, revisions and deletions to the 2022 Uniform Manual. For more details about these items, please consult the appropriate section in the manual. If further clarification is needed, please contact your Uniform Committee representative. See page 23 for a list of these members.

Added

- Maternity Options added under appropriate uniform classes - page 14
- Added list of uniform committee members - page 23
- Added jeans as appropriate for wearing with Administration shirts, provided they are dark in color with no holes or distressing - page 16
- Added Administration staff name tags - page 17

Revisions

- October, 2021 – 3. General Standards for All Uniform Wear, Section 9 updated via addendum
 - Language clarifying the wearing of certain commemorative pins on the OPRD uniform added
- February, 2022 - Revision of Personal Appearance Standards - pages 26-27
 - Revised standards approved by Director's Group on 8/31/2021, and presented and unanimously approved at November, 2021 Labor-Management Committee meeting
- Eclipse pins allowed through to the end of 2019 - page 5, #9
- Specified color of undershirt when worn under the Field Standard or Field Dress uniform shirt - page 7; also, on page 27, under last bullet point of Personal Appearance Standards
- Revisions to Volunteer section
 - Changed Host Volunteer to Volunteer - pages 19-21
 - Changed Non-host Volunteer to Short-term volunteer - page 22
- Revision to Proposals for New Uniform Items - page 24
 - Request for field staff to talk with manager about new item prior to contacting the Uniform Committee
- Revision of Personal Appearance Standards - pages 26-27
 - Includes FAQ email for questions about Personal Appearance Standards - page 27
- Uniform Committee files and order forms moved from R drive to G drive: **Uniforms - 2018** - page 27

Removed

- Removal of Uniform Surveys

1. OPRD Uniform Standards

The Oregon State Park shield is a visible, tangible expression of the OPRD brand. It is also a registered trademark, but more important, it is a symbol of authority when worn as part of a uniform. As employees, whether in the field or at headquarters, we take pride in this tangible connection to the Oregon Parks and Recreation Department and to serving the public in general.

Department employees wear the shield to immediately identify their affiliation with the agency. The public will judge the effectiveness of our agency - regardless of which uniform our position requires us to wear - based on the appearance and actions of its employees. The public expects to see pride and professionalism reflected in our appearance and behavior. A uniformed employee who takes care to present a positive image reaffirms the public's trust in the department.

Department policies and procedures have established standards of personal appearance and conduct. This manual provides guidelines for employees to help project the desired professional image.

The objectives for establishing personal appearance and behavior standards are to:

- Be easily identifiable to the public as an employee of the Oregon Parks and Recreation Department (OPRD).
- Maintain a professional, positive image that encourages approachability from a diverse spectrum of visitors.
- Maintain an image of respect and authority when engaged in compliance or enforcement contacts.
- Assure employee safety.
- Maintain good order, uniformity, and professionalism among all employees.

Employees are expected to uphold the standards outlined in this manual; however, it is understood that situations arise that may call for temporary exceptions. These may include issues related to health, safety or extreme weather. If you believe you need an exception to the uniform standards, it is your responsibility to notify your supervisor or Human Resources.

Temporary conditions that may require supplementing the uniform with non-uniform items should be identified and approved by management and communicated to your regional uniform representative. Situations that may call for long-term exceptions should be communicated to your regional uniform committee representative and require exception approval from the Deputy Director.

When such situations occur, the agency expects that non-uniform items, etc. do not detract or contrast from the uniform or keep the wearer from being readily identifiable or approachable by the public.

Each employee who wears the uniform reflects the mission and purpose of the agency as a whole.

2. Uniform Policy Highlights [OPRD Policy #PSP.020](#)

The Oregon Parks and Recreation Department has an authorized Uniform Policy that was last updated on May 12, 2011. The policy governs employee and volunteer use of uniform items for a simple reason: A uniform clothing image provides a positive appearance that is easily recognized and invites a diverse public to approach employees and volunteers.

Uniform apparel is a controlled item, which allows the agency to protect its image and maintain public accountability.

OPRD establishes a uniform dress code for employees and volunteers who come into direct and frequent contact with the public. Employees are responsible for understanding and following the dress code as well as caring for issued uniform items and surrendering them as requested by manager. Examples include when staff leave agency employment or uniform items are dirty, damaged and/or worn. Volunteer host uniform items are subject to the same requirements, and more details are found in the Host Volunteer section.

Purpose

The purpose of this policy is to establish the following:

1. A uniform clothing appearance standard for employees and volunteers that presents a positive image for the agency and allows the public to easily recognize park officials;
2. A Uniform Committee to guide uniform decisions; and
3. A Uniform and Appearance Manual to document uniform requirements.

Goals

The goal of this policy is to accomplish the following:

1. Establish a consistent image for agency employees and volunteers who interact with visitors;
2. Park visitors will easily recognize employees and volunteers as official park staff;
3. Uniform wearers look and act professionally when representing the agency;
4. Employees and volunteers know and follow the dress code; and
5. Manage uniform costs.

We will know we have achieved our goals if the following actions are noted:

1. OPRD employees and volunteers are easily identified by the distinguishing features of the uniform;
2. Employee and volunteer uniform wear is consistent statewide and inspections reveal few or no violations;
3. Uniform apparel is suitable for job duties and uniform class options are available.

4. The uniform is worn in its entirety, as defined by the Uniform and Appearance Manual, and garments or components are not worn selectively; and
5. Uniform replacement costs are reasonable and due to normal wear and tear, not employee negligence.

Scope

This manual applies to all employees and volunteers who represent the agency and wear OPRD issued uniform items during the scope of their employment or volunteer duties.

Applicability: This policy applies to all employees and volunteers who represent the agency and wear OPRD issue uniform items during the scope of their employment or volunteer duties.

Audience: This policy is to be used by all employees who wear OPRD uniforms during the course of their duties and by their supervisors.

Topics: Uniform disbursement and inventory; responsibilities.

Authority

ORS 390.131: The main authority for this policy is established in ORS 390.131, which states that the State Parks and Recreation Director is responsible for administering the legislatively imposed duties of the Parks and Recreation Department and its Commission.

Background

OPRD employees and volunteers serve as visitor and resource stewards. A uniform clothing image provides a positive appearance that invites a diverse public to approach employees and volunteers, and it facilitates public compliance with park rules and guidance. In addition, an OPRD uniform distinguishes OPRD employees and volunteers from other resources or service agencies. To promote professionalism and develop an easily recognized OPRD statewide image, we need a consistent standard that provides versatility for our employees and volunteers, who perform a variety of tasks for the agency. The OPRD Uniform Committee has developed uniform apparel classes based on executive direction, affordability, availability, and employee need for comfort and durability during job performance. The Committee looks at uniform needs yearly and reflects changes in the Uniform Manual.

Employee & Volunteer Responsibilities

- (1) Employees and volunteers must fulfill the following responsibilities related to uniform and appearance:
 - a. Become familiar with the provisions of the OPRD Uniform and Appearance Manual, maintain the personal appearance standards and wear the OPRD uniform as described in the most current version of the manual.
 - b. Adhere to high standards of conduct within scope of duty and present a positive image while in uniform. They must at all times be seen as proud stewards of park resources and role models for courtesy, service and integrity.

- c. Wear OPRD-issue appropriate personal protective equipment during tasks.
- d. Care and maintain issued uniforms and components in good order. Any items lost, torn or damaged by negligence may be replaced at the employee's expense.
- e. Understand that violation of this policy may result in disciplinary action up to and including dismissal.

(2) Park Managers and unit supervisors must conduct frequent, routine inspections to ensure compliance with the policy.

Exceptions

Requests for exceptions to this policy must be submitted in writing and approved by the employee's supervisor, park manager, district manager, region manager, then forwarded to the Deputy Director, for final approval. A copy of a granted exception must be maintained in the employee's file.

Policy Roles and Responsibilities

Deputy Director: Review and provide feedback on this policy & its revisions. Consult with other leadership team members on the implications of this policy and its revisions to their areas. Obtain final approval from Deputy Director, when warranted; such as a major deviation from the norm, like changing colors. Ensure policy is monitored and reviewed.

Policy Owner: Educate users on the provisions of this policy. Evaluate the effectiveness of this policy, review the policy according to the schedule and modify as needed.

Agency Employees and Volunteers: Follow this policy and its procedures when issuing or wearing uniforms.

3. General Standards for All Uniform Wear

1. All Uniform items purchased with agency funds remain the property of the agency and are issued to employees using the Equipment Issue Agreement form and will be returned upon manager's request; for example: at the time an employee departs service, or if items become dirty, torn or in disrepair. This includes seasonal employees and volunteers.
2. Employees will conform to grooming and appearance standards and wear the uniform in a manner that reflects the desired, positive agency image. Appearance standards are located on page 25.
3. Uniforms will be worn in their entirety. Uniform items will not be mixed or matched with other uniform options unless provision to do so is specifically described in this manual. Uniforms provide a distinguishing feature between positions to help to the public readily identify field employees who report to work stations within park areas.
4. Employees are responsible for care and maintenance of issued uniform items.
5. Employees are responsible for selecting appropriate protective outer wear to maintain underlying uniform items in good condition.

6. Any exception to the described standards for uniform items and wear in this manual must be in writing and maintained in the work unit's files. Exceptions must be submitted to and approved in turn by each of the following:
 - a. The employee's immediate supervisor
 - b. Park Manager (if applicable to position)
 - c. District Manager (if applicable to position)
 - d. Region or Division Manager (as applicable)
 - e. Uniform Committee – Final approval level for temporary condition exceptions which will be documented.
 - f. Deputy Director – Final approval level for long term exceptions.
7. No uniform will be worn while the employee or volunteer is off-duty or engaged in activities that do not require a uniformed presence.
8. Undergarments with logos will not show through uniform items or be visible.
9. ~~No pins, adornments, logos, or other insignia shall be worn with approved OPRD patch, shield, nametag, service bar, or badge. When awarded, one of the following OPRD issued pins may be worn on the right shirt pocket flap to the left of the nametag of the Field Dress or Field Standard Uniform: the All-Star park pin or Years of Service pin. The Eclipse pin may be worn through 2019.~~

Section 9 above is deleted and replaced upon approval of the Director dated October 18, 2021. New language is incorporated into this document by addendum UM ADDENDUM Commemorative Pins 101521 located at G:\UNIFORMS - 2019\Uniform Manual, and by reference below:

9. When awarded, the OPRD-issued Service Recognition pin may be worn on the right shirt pocket flap to the left of the nametag on the Field Dress or Field Standard Uniform. Upon approval of the OPRD Director, certain Commemorative Pins may be worn for the designated commemoration period. No other pins, adornments, logos or other insignia shall be worn with approved OPRD patch, shield, nametag, service bar or badge.
10. The following standards have been adopted by OPRD management:
 - a. Maintain a neutral image that encourages approachability and interactions with the broadest spectrum of the visiting public.
 - b. Assure employee safety.
 - c. Maintain the positive appearance that the public has come to associate with the agency while embracing diversity.
 - d. Promote relations with cooperating organizations with similar standards.
 - e. Maintain good order and discipline which is a part of uniformity among all uniformed employees.
11. For positions that are subject to the OPRD Uniform Policy the purpose of the uniform is to distinguish the employee as an OPRD official. You are required to adhere to the personal appearance standards as described in the Uniform Manual. As a public official in an OPRD uniform, employees and volunteers are representing the Department and must convey to the public an image that is professional and appropriate. Employees and volunteers will not wear uniforms, or any uniform item, in a way that may compromise the OPRD image.

Approved Uniform Classes

Field Standard Uniform

The OPRD Field Standard Uniform represents the most visible image presented to the public due to the number of employees wearing it during the course of daily park operations and its inclusion of weather, safety, maintenance, and visitor service apparel. The Field Standard Uniform is specific to field operations personnel when the employee is performing duties within parks or conducting assignments away from a park within the normal scope of the position description. Employees authorized to wear the Field Standard Uniform are:

- Region Managers, Operations Managers, and District Managers performing duties within parks;
- Park Managers and Ranger Supervisors;
- Park Rangers and Ranger Assistants;
- Temporary employees who are performing assignments within park operations.

The Field Standard Uniform is described as a minimum prescribed shirt, pant, belt, name plate, and badge. Other apparel options are available to provide uniform durability, safety, consistency, outerwear for inclement weather, and seasonal weather options.

Street wear shall not be worn with the Field Standard or Field Dress Uniforms. Administrative Uniform wear will not be mixed with the Field Standard Uniform, or vice-versa, unless specifically described in this manual.

An exception to Field Standard Uniform wear is granted for employees who are on travel status and are attending meetings or training sessions that do not require public contact as described in the employee's position description. An example is an employee attending a regular internal agency committee meeting away from their reporting station or attending a training session where uniforms are not required.

Field Standard Uniform apparel is described below:

Shirt – suggested maximum issue: 6

Shirts are available through Galls, and identified as “twill” or “ripstop”. Shirts are silver/tan in color and available in long or short sleeve and lightweight or heavyweight options.

If an undershirt or turtleneck is visible at the neck of the shirt, it shall be white, black or muted earth tone colors of tan, beige or olive drab in color and clean without tears or rips. Undershirt and turtleneck sleeves shall not protrude past the outer shirt sleeve.

Pants – suggested maximum issue: 5

Pants are green in color and worn without cuffs. Jeans are available through Oregon Corrections Enterprises (OCE). There are style variations to choose from in men’s size jeans: a relaxed-fit and carpenter’s style. Women’s sizes are available only in the relaxed fit. Twill Cargo pants and Poly/Cotton Rip Stop PDU pants are available through Galls.

Shorts – suggested maximum issue: 2

Cargo shorts are available through Galls. Shorts are an optional item intended for hot weather wear and subject to Park Manager’s approval for suitable, limited specific duties such as fee collection and interpretation. Shorts are green in color and will be worn with socks of solid dark color, with no patterns or decorations. The hem will not be raised. Employees assigned to maintenance and operation tasks may not wear them due to safety considerations.

Belt – suggested maximum issue: 2

The belt is available from Galls. A second option for belt buckles is the “OPRD” belt buckle which may be worn at the wearer’s option and expense. The OPRD design belt buckle can be purchased by contacting The Friends of Shore Acres Gift Store (541-888-2472).

Name Plate – suggested maximum issue: 3

Name plates are ordered through The Robbins Company. Field employees will wear a metal gold-colored name plate, which will have the employee’s first name or initial, last name, and working title. Name plates can be ordered with or without a service bar indicating start of employment by year. The “Serving Since” part is not detachable. Lettering is engraved in black. Name plates are worn on the center of the right pocket flap of the uniform shirt, ¼” below the top seam. On outer-wear garments, the name plate will be attached in approximately the same location, unless doing so creates a safety hazard. A name plate will always be visible on the outermost garment (except coveralls and rainwear).

The approved titles to be used on name plates are:

- Ranger Assistant
- Park Ranger (do not use “Park Ranger 1, Park Ranger 2, Park Ranger 3”)
- Ranger Supervisor

- Park Manager
- District Manager
- Operations Manager
- Region Manager
- Park Specialist
- Region Administrative Assistant

Some units prefer a reusable name plate for first-year seasonal employees or those on trial service. This practice has been approved by the Uniform Committee. Blank name plates are also available from The Robbins Company, to be used in conjunction with a label-maker.



Badge – suggested maximum issue: 3

The OPRD badge will be pinned through the badge tab on the left side of the shirt and outermost garment. When worn on the shirt, attach the badge using the badge tab. It will be worn in approximately the same place on the outermost garment unless doing so creates a safety hazard. The badge will always be visible on the outermost garment (except coveralls and rainwear).

Commissioned OPRD officers have numbered badges. Non-commissioned OPRD employees are issued a badge without number for uniform wear. Unnumbered badges are ordered from The Robbins Company. Numbered badges are controlled items and are ordered by the Customer Programs Manager at headquarters.

Hat – suggested maximum issue: 1 of each style

The winter-weight baseball cap is dark green oilskin with a small OPRD insignia embroidered on the front center. It is appropriate to wear this style cap when performing regular park duties, including maintenance. This hat is available through OCE.

There is currently one summer-weight baseball cap, with mesh sides and back. It is appropriate to wear this style cap when performing regular park duties, including maintenance. This hat is available through OCE.

Winter headwear is available through Galls.

The summer-weight “Aussie Breezer” hat is forest green with a brass OPRD hat pin centered on the front. The bottom of the hat pin shall be $\frac{3}{4}$ ” above the hat band. This hat is ordered from OCE. The hat pin is ordered from The Robbins Company.

A brown/tan felt Aussie-style hat is also available and shall also be worn with OPRD hat pin in the same location. The hat pin is ordered from The Robbins Company. These Aussie-style hats are an important distinguishing feature which identifies OPRD Park Rangers. No other pins, hat bands or personal decorations will be attached to these hats. There will be no modifications made to the crown or brim. Aussie Style hats are available through David Morgan.



Note: Field staff is strongly encouraged to wear the felt Aussie-style hat or summer-weight Aussie Breezer while performing public contact duties such as outdoor campground registration, enforcement patrols, and while giving public presentations, interpretive programs or guided tours.

Coveralls – suggested maximum issue: 2

Coveralls will be worn when the employee has limited public contact and the work being performed requires protection of the Field Standard uniform. Summer-weight coveralls are available through Galls. The summer-weight coveralls come in either a long-sleeved or short sleeved style. A winter weight coverall is also available through Galls. Employees may be issued either or both of these styles at the manager’s discretion.

Outer Wear – suggested maximum issue: 1 of each style

Outer wear is defined as the item worn over the shirt such as a jacket, vest or rain gear. All outer-wear is green. Items include:

- All jackets are available through Galls;
- A vest is available through Galls;
- Winter weight rain gear is the StormForce Alpha Gore-Tex Jacket and is available directly through Watershed.
- A less expensive option for seasonal staff, NitrShed, is available through Oregon Corrections Enterprises (OCE) and includes a rain jacket and rain pants.
- Summer-weight rainwear is intended primarily for seasonal employees, and consists of a light-weight Nitrile jacket and rain pants. Available from WaterShed through OCE.

All of these styles may be worn with the Field Standard Uniform. Removable jacket liners may not be worn separately.

NOTE: Every order directly from Watershed is a custom order. Allow at least 8 weeks for delivery. Custom orders cannot be returned, so be sure to use the sizing guide found in G:\UNIFORMS - 2018\OCE - WaterShed Rain Gear. Watershed does offer repair of certain things like tears, zippers, buttons, etc.

Shoes and socks – personal items

Shoes or boots appropriate to work conditions will be worn. OR-OSHA and OPRD Safety Committee guidelines will be used to determine appropriate footwear. The general expectation for occupational footwear is adequate foot support and protection from basic hazards. For our uniformed staff, this would translate to sturdy leather or synthetic work shoes or boots, with good ankle support and proper tread for steep or slippery surfaces. Certain specific jobs (running a chainsaw) would require heavy leather boots, 8” high minimum, and aggressive tread. Athletic or canvas shoes or “sneakers” are not appropriate with the standard uniform. If visible, socks will be solid color, dark, without pattern or adornment. Shoelaces shall be solid subdued colors.

NOTE: Full-time, regular status employees on record as of July of each odd-numbered year shall be eligible to receive reimbursement for the purchase or repair for safety toe boots meeting ANSI Standards. Please see [Boot Reimbursement Form](#), found on OPRIS-Forms-Accounting, for specific details or contact OPRD Safety & Risk Section.



Fort Stevens Park Ranger Supervisor, Jason Elkins, wearing field standard uniform. Note the wear of standard duty shirt, Vertx Phantom OPS pants from Galls, footwear is appropriate to duty, badge and name tag with service bar is clearly visible.

Field Dress Uniform

The OPRD Field Dress Uniform provides a formal uniform presence with distinguishing features when a high profile appearance is desired or necessary due to occasion or degree of public contact. The Field Dress Uniform, with supervisor approval, may be worn by Region, Operations Support, District and Park Managers, Ranger Supervisors and Park Rangers to represent the department at an official function or duty. The dress uniform is not to be worn when performing routine tasks, such as camp registration or maintenance.

Field Dress Uniform apparel is described below:

Shirt – suggested maximum issue: 2

Shirts are available through Galls, and identified as “dress”. The shirt is silver/tan in color and available in long or short sleeve. The shirt tails shall be tucked into the pants. No unauthorized adornment may be worn on the shirt.

Trousers – suggested maximum issue: 2

The trousers are green, show a sharp pleat from the front and back and are worn without cuffs. Trousers appropriate for Field Dress are ordered through Galls and identified as “Tropical Dress Trousers”. Both men’s and women’s sizes are available.

Belt – suggested maximum issue: 1

Ordered through Galls, this is the same belt worn with the Field Standard Uniform. Employees will ensure that the belt worn with the field dress uniform is in exceptional condition and is free of marks and abrasions. Leather stains, or dyes, are available to help maintain belts to a high degree of professional appearance.

Name Plate – suggested maximum issue: 2

Name plate requirements are the same as Standard Field Uniforms.

Badge – suggested maximum issue: 2

These are the same badges issued for the Field Standard Uniform. If three badges have been issued for the Field Standard uniform, no additional badges will be issued for the Field Dress uniform.

Tie – suggested maximum issue: 1

The tie is a distinguishing feature of Field Dress Uniforms. Available through Galls, the tie is worn at all times when wearing the Field Dress Uniform. Currently only the standard four-in-hand is available.

Tie Tack – personal item

The Department service pin may be worn as a tie tack. This is a distinguishing feature. No other adornment is authorized as a tie tack.

Hat – suggested maximum issue:

The dress hat is the same “Aussie-style” hat available as Field Standard Uniforms issue. This is a distinguishing feature. It has a 3” brim and the brass OPRD hat pin is centered on the front. The bottom of the hat pin is positioned $\frac{3}{4}$ ” above the hat band. The hat pin is ordered from The Robbins Company.

If that hat is worn every day, an additional hat may be needed for Field Dress Uniform wear. All Aussie-hat orders must have supervisory approval for Field Dress or Field Standard Uniform wear.

Outerwear – suggested maximum issue: 1

Jackets appropriate for Field Standard Uniforms may be worn with the Field Dress Uniform. Badge and name tag will be visible.

Shoes and socks – personal item

Leather shoes or boots which are solid black, brown, or cordovan in color shall be worn with the Field Dress Uniform. Footwear will be appropriate for the conditions and free from abrasions. If visible, socks will be solid color, dark, without pattern or adornment.



Fort Stevens Park Manager Justin Parker wearing Field Dress uniform including dress shirt, four-in-hand tie, trousers, and duty belt. Badge and name tag are clearly displayed as is length of service tie pin. Dark brown leather boots are free from abrasions.

Maternity Options

For positions in which a uniform is required, pregnant employees may acquire the appropriate clothing, or alter existing uniform items, for comfort and fit. With their supervisor's approval they may also elect to wear the Administrative Uniform if their work will not require rule enforcement. Working with their supervisor, three options are available:

- Employee works with local clothing alteration facility/vendor and has existing Field Uniform items altered to meet the need of the employee. The alteration costs would be paid for by the employee's reporting location (management unit, district or division).
- Employee obtains Administrative Uniform dress shirt or polo. These may be altered to meet the need of the employee. The alteration costs would be paid for by the employee's reporting location (management unit, district or division).
- If a proper, comfortable fit cannot be obtained, an employee may wear non-uniform items in standard uniform colors.
- Clothing purchased with agency funds are the property of OPRD and shall be returned to the agency when no longer in use.

Administrative Uniform

The OPRD Administrative Uniform provides a casual appearance suitable for daily administrative wear in order to provide staff a visible agency profile, yet maintain a clear distinction of duties from positions that are authorized to wear Field Standard or Field Dress. Examples of positions that wear the Administrative Uniform are Directors, program managers, receptionists, or other headquarters employees who frequently interact with the public or other agencies and who need to present a positive agency image. This uniform option is also acceptable wear by region, operations support, and district or park managers who are attending internal meetings away from daily park operations or are representing the agency while away from daily park operations. Region Administrative Assistants or Park Specialists may choose to wear this uniform option.

Supervisor approval is necessary for employees who wish to select this uniform option, including Salem program or support staff. This uniform is an option for all field staff, although circumstances for its wear are expected to be limited to duty away from regular report stations. An employee may be directed to wear the Administrative Uniform daily within the normal scope of a position's duty requirements.

The Administrative Uniform does not supersede any requirement for Field Dress or Field Standard Uniform as described in an employee's Position Description. Field Dress or Field Standard Uniform remains the desired agency image for employees who report to work stations within parks.

The Administrative Uniform distinguishes an employee as an OPRD official and generally follows the appearance and behavioral expectations found elsewhere in this manual. As standard practice the uniform may only be worn in its' entirety and only while on official duty. It shall not be worn when off-duty. However, there may be limited exceptions in which it is appropriate to wear only part of the uniform (e.g. administrative sweater or jacket worn with business attire.). Such exceptions allow the employee to be identifiable while still appropriately dressed for the circumstance.

Cotton-blend button-down shirt – suggested maximum issue: 6 if wearing daily, 2 if wearing occasionally (any combination of colors and sleeve lengths offered)

Available through OCE, the shirt consists of a button-down style and is available in four colors (forest green, khaki tan, French blue, white). Women's shirts may be worn tucked into pants or skirts, or may be worn un-tucked. Men's shirts will be worn tucked into pants. This shirt is available in long and short-sleeved styles.

The OPRD word mark will no longer be in use after June 30, 2019.

Polo Shirts - suggested maximum issue: 6 if wearing daily, 2 if wearing occasionally (any combination of colors and sleeve lengths offered)

Available through Galls, these shirts are available in five colors (black, light gray, spruce green, tan, and white). Women's shirts may be worn tucked in pants or skirts, or may be worn un-tucked. Men's shirts will be worn tucked into pants. These shirts are available in

long and short-sleeves. Women's sizes are available in extra-small through extra-large. Men's sizing is available in extra-small through 5X.



Fort Stevens Park Ranger Supervisor, Jason Elkins, wearing the short-sleeve Polo in spruce green.

Pants – suggested maximum issue: 5 if wearing daily, 2 if wearing occasionally (any combination of colors offered)

Dress pants are available in two colors (Navy blue, and Khaki). Men's are available in both flat front & pleated styles without cuffs. Women's are available in flat front only. These pants are available through Galls.

Should the employee elect to wear other colors of pants, it shall be at the owner's expense. Another option of Pants is available in Tactical style, khaki color only. This option works well for headquarters staff, like Natural Resources and Engineers, who work on projects in the field.

Women may elect to wear a khaki-colored skirt, although the item must be purchased at the employee's expense.

Jeans are appropriate for general wear with admin shirts and outerwear as long as they are dark in color with no holes or distressing.

Sweaters – suggested maximum issue 2 (any combination of colors/styles offered)

Sweaters are available from Galls. Men's V-Neck Sweater in Navy. Fleece Lined V-Neck Sweater in Black and Dark Navy. Crew Neck Sweater in Navy.

Note: Sweaters may not be appropriate for some duties and employees need supervisor approval to wear this item.

Name Tag – maximum issue: 1

Administrative staff name tags are ordered through <http://www.nametagcountry.com/>. Name tags will be worn when staff is representing OPRD in an official capacity.

Ordering instructions are found on G:\UNIFORMS - 2018\Admin Name Tags.



Outerwear – suggested maximum issue: 1 each

Administrative outerwear is available through Galls, under Admin. Both SoftShell and Tacshell are available. These are the same as the Field Standard Uniform, but are black and lack the badge and name plate reinforcements. The OPRD shield is embroidered on the left breast of the Soft Shell in order to provide a clear distinguishing feature from positions that are authorized to wear Field Standard or Field Dress Uniforms. The OPRD shield is embroidered on the left shoulder, 1/2" from the shoulder seam on the Blauer Tacshell Jacket.

Inclement weather outer wear is available for certain program staff in order to identify them as agency representatives while performing field duties, i.e. Foresters, ATV representatives, Recreational Trail staff, etc. These positions may be exposed to harsh weather conditions for extended periods. They may be issued a minimal number of Administrative Uniform items, including outerwear as appropriate. These may be ordered using the standard OPRD uniform order form with the approval of the employees' manager.

Note: The Administrative Uniform items are designed for flexibility. The directorate, for example, may wear the cotton-blend buttoned down shirts with a suit and tie or blazer. Other color pants and skirts may also be worn provided a conservative and professional appearance is maintained. It is inappropriate to wear stiletto heels, or fishnet stockings. Logos or writing on a T- shirt worn as an under garment shall not show through the administrative shirt or be otherwise visible.



North Coast District Manager Teri Wing is wearing the Admin Tacshell Jacket.



OPRD Safety Coordinator Robert Smith is wearing the button down admin shirt with khaki pants and appropriate footwear.

Volunteer Uniform

Volunteer uniform items may be available for those individuals who have signed an agreement with the Department to act in a volunteer capacity. When volunteers indicate they will be traveling from one park to another for host assignments, it is acceptable for them to keep their uniform items for their next assignment. **The uniform items must be surrendered at the end of their assignment if no other assignment is pending.**

Uniforms will also be returned and replaced if they become dirty, torn or in other states of disrepair. Park staff responsible for ordering volunteer uniform items are asked to track them in OPRIS to avoid duplicate orders and minimize costs.

All Volunteer Uniform items are ordered using the Volunteer Program Supply Order Form found in OPRIS - Forms/Resources - Volunteers.

Vests – maximum issue: 1

The volunteer vest is embroidered with the OPRD shield on the front, and the word “Volunteer” stitched across the back. These are khaki-colored vests and may be worn in conjunction with the volunteer’s street wear while they are on duty. They are typically sized to wear over jackets. Orders vests by using the Volunteer Supply Order Form found in OPRIS under Forms/Resources - Volunteers.

Many volunteers choose to adorn their vests with pins from their various assignments, and this is an acceptable practice. Adornments that are political or religious in nature should be avoided, but civic-minded clubs (Kiwanis, Rotary, etc.) may be allowed. Volunteers should exercise discretion when choosing non park-related adornments. Park managers retain authority to determine if adornments are appropriate and convey the desired agency image described in this manual.

Cap or Visor – maximum issue: 1

The volunteer cap is a baseball-style cap or visor. The official park shield and the word “Volunteer” are stitched on the cap. Order caps or visors by using the Volunteer Supply Order Form found in OPRIS under Forms/Resources - Volunteers.

Aussie Breezer Hats

Aussie Breezer hats are now available to Volunteer Hosts. These hats are intended for Hosts who perform their duties in the sun. Volunteer Coordinators are asked to ensure that Hosts do not already have an Aussie hat prior to ordering one. Order these hats through the by using the Volunteer Supply Order Form found in OPRIS under Forms/Resources - Volunteers.



Please note that there is an 8 week turnaround on orders. Plan accordingly.

Name Tag – maximum issue: 1

Volunteer nametags have the official park shield and the word “Volunteer” engraved, along with the volunteer’s name, on a plastic pin. Name tags will be worn when the volunteer is on duty or representing the Department in an official capacity. Name tags are ordered using the Volunteer Supply Order Form found in OPRIS under Forms/Resources - Volunteers.



Host Hour Bars – no maximum issue

Volunteers are recognized for the number of hours of service with a brass bar and pin. When a volunteer has served 1000 hours, they are awarded a Park Shield Pin and a bar. Bars are awarded for 1000, 2000, then by increments of additional 2000 hours.

Coveralls – maximum issue: 1

Coveralls are loaned to volunteers on an as-needed basis. They remain the property of OPRD and must be returned to the issuing park upon ending agreement with that park.



Fort Stevens host wearing the volunteer vest with name tags.

Short-term Volunteer Uniform

Other volunteers can be defined as short-term volunteers who work for a shorter period of time or possibly one time only, and can be part of a larger volunteer group. Each park management unit is encouraged to purchase a supply of these uniforms to help identify these volunteers working in the parks. The uniform item must be surrendered at the end of their assignment if no other assignment is pending.

Volunteer Mesh Vest

These vests are no longer available. If needed, parks may purchase these on their own with “Volunteer” on the back and no OPRD shield. There are plenty of options online for ordering volunteer vests at a reasonable cost.

Uniform Disbursement and Inventory

- OPRD shall provide or replace uniforms for employees and volunteers according to the need identified by each park or unit manager and the quantities suggested in the Uniform and Appearance Manual. However, quantities may be adjusted based on availability or need. Some uniform items may be issued to each individual, while some may be made available as needed.
- All uniform items, regardless of the class of employee or the garment assigned, are the property of OPRD and must be surrendered upon seasonal or permanent termination of employment.
- Each park or headquarters unit is responsible for keeping accurate records so assigned items will be accounted for when the employee or volunteer leaves OPRD. Some uniform items, if in good condition, can be re-assigned to seasonal or temporary employees.
- Employees who transfer to another OPRD park will take currently assigned garments to the new position. The uniform inventory record will be forwarded by each park with the employee file to the receiving park manager.

Note: If unable to find appropriate sizes, please contact ~~your region's Uniform Committee Representative or the Uniform Committee Chair~~ person for guidance a Uniform Liaison at OPRD.Uniform.FAQ@oregon.gov.

Uniform Committee Members

~~Coast Region~~

- ~~Ben Cox, Nehalem Bay Park Manager~~
- ~~Barb Webb, Fort Stevens Park Ranger~~

~~Valley Region~~

- ~~John Mullen, Champoeg Park Manager~~
- ~~Aaron Bronson, LL Stub Stewart Park Ranger~~

~~Mountain Region~~

- ~~Susan Bethers, South Central District Manager~~
- ~~Megan Evans, Blue Mountain MU Park Specialist~~

~~Central Administration Representatives~~

- ~~Vicki Moles, Statewide Interpretive Coordinator, Communications Division~~
- ~~Sheri Miller, Customer Programs Manager~~

~~Procurement Support~~

- ~~Margie Becker, Senior Contracts Coordinator~~

~~Co-Chair~~

- ~~Teri Wing, North Coast District Manager~~

~~Chair~~

- ~~Mark Stevenson, Portland Metro District Manager~~

Uniform Liaisons

Ben Cox, Nehalem Bay Park Manager (also Galls field rep)
Susan Bethers, Mountain Region Director (also admin uniform rep)
Contact Susan or Ben at OPRD.Uniform.FAQ@oregon.gov

Disposition of Badges

When an employee leaves OPRD, all enforcement badges shall be mailed to the Customer Programs Manager at Salem Headquarters. If in good condition, the badge numbers may be re-assigned to another employee with law enforcement commission.

Proposals for New Uniform Items

All requests for new uniform items will be processed through the Uniform Committee. If field staff have ideas for a new uniform item, they will first talk with their manager before contacting the Uniform Committee or doing any research on the item. If the manager deems the item worthy to look at, they will contact their Uniform Committee Representative. The Representative will introduce the request before the Committee. The Uniform Committee will evaluate the need for the item, research options for vendors, determine cost estimates, and make recommendations. The Uniform Committee Chair-person shall have the responsibility of making the final recommendation to the Deputy Director. The Deputy Director will make all final decisions of whether a particular item will be added or substituted to the full complement of available items.

Condition of Employment Statement

- As a condition of employment, certain employees are required to wear an OPRD-supplied uniform and comply with appearance standards when on duty. This information can be found in the employee position description.
- Upon starting employment with OPRD, new employees will also complete and sign an Equipment Issue Agreement which lists all OPRD property that is checked out including uniforms, radios, cell phones, cameras, and tools. All items including uniforms must be returned cleaned and in good repair.
- Lastly, each new employee must complete and sign OPRD Workplace Expectations which states:

“As a public official in an OPRD uniform, employees are representing the Department and must convey to the public an image that is professional and appropriate. Employees will not wear uniforms, or any uniform item, in a way that may compromise the OPRD image.”

Personal Appearance Standards

The professional bearing and appearance expected of all uniformed employees requires that each employee, supervisor and manager assumes the responsibility for maintaining high standards of personal grooming and cleanliness. Each employee's appearance should be such that there would be no hesitancy on the part of the public to seek assistance and readily accept the employee as a person of authority. The following appearance standards represent the image of both male and female Oregon Parks and Recreation Department employees when wearing the OPRD Field Standard, Field Dress or Administrative uniform:

~~1. The uniform shall be worn in its entirety at all times when on duty in an official public capacity, unless directed otherwise.~~

Field Standard Uniform, Field Dress Uniform and Administrative Uniform items shall not be mixed, except as provided. Uniform items shall not be mixed with civilian clothing except as prescribed in this policy. No decorations except official OPRD approved items shall be worn on uniform items. When awarded, one of the following OPRD issued pins may be worn on the right shirt pocket flap to the left of the nametag of the Field Standard or Field Dress Uniforms: the All-Star park pin, Years of Service pin, or the Eclipse pin.

Unless specified otherwise, for training or internal park Department meetings, field staff may dress in the Administrative uniform or street clothes.

~~2. The uniform shall be clean, neatly pressed and in good repair; it shall be appropriate for the work being performed.~~

Employees will be responsible for their own uniform cleaning and maintenance expenses. Care should be taken to avoid loose threads, missing buttons, rips, tears or similar matters that detract from a neat, clean appearance. Any uniform item badly faded, frayed, torn or stained should be replaced. Shirt tails shall be tucked in. All buttons shall be fastened, with the exception of the shirt collar button, which may be open at the wearer's option.

~~3. The uniform or any parts of it shall not be worn:~~

Off duty, except for travel to and from the employee's residence and reporting station; while purchasing or consuming alcoholic beverages or under the influence of any intoxicants; in places of public entertainment, except when on duty. The uniform badge and park shield shall not be visible while purchasing, using or consuming tobacco products (including, but not limited to, cigarettes, cigars, pipes, chew, snuff, electronic cigarettes and smokeless tobacco).

~~4. The uniform should be sized appropriately to the individual's height and weight.~~

The fit should not detract from a well-groomed appearance. (For example, the shirt and outerwear should fit at the shoulders and be smooth across the front; trousers should reach the shoe heel and should not pull at the side pockets.)

~~5. Employees should be aware of and take appropriate steps to avoid having offensive body odor when involved in public contact situations not involving arduous physical labor.~~

Employees who wear the uniform shall adhere to the following standards of personal appearance:

- ~~Up to two earrings per ear may be worn, provided the size and style of the earring do not pose a safety hazard.~~
- ~~Open gauges are not permitted.~~
- ~~A single facial stud in the nose and/or eyebrow may be worn provided the size and style of the stud does not pose a safety hazard.~~
- ~~If worn, jewelry which is exposed shall be limited to one wrist watch or smart device worn on the wrist, one ring per hand (a wedding and engagement set shall be considered one ring), medical and identification bracelets, provided wearing such jewelry does not pose a safety hazard.~~
- ~~Fingernails shall be clean and trimmed.~~
- ~~Nails shall not exceed more than 1/4" beyond the tips of the fingers.~~
- ~~Fingernail polish, if worn, shall be the same solid color on all fingers with no additional decoration.~~
- ~~If worn, eyeglasses or sunglasses shall be conventional and conservative in the shape and color of frames and tinting of lenses.~~
- ~~Glasses shall be maintained in good repair.~~
- ~~Glasses shall not have reflective lenses.~~
- ~~Hair coloration not normally found in human hair, including, but not limited to, colors such as green, purple or orange, is prohibited.~~
- ~~Cutting or shaving hair to produce patterns or designs through contrasting long and short hair is prohibited.~~
- ~~If worn, cosmetics shall be subdued and conservative and shall not detract from the employee's overall appearance.~~
- ~~Use of perfume, cologne or other scented products is permitted; however employees should be conservative in their application of these products. In certain circumstances, where scents pose a disruption or health impact to other employees or the public, employees will be asked to refrain from use of perfume, cologne, or other scented products.~~
- ~~Hair shall be clean, trimmed and present a neat appearance.~~
- ~~Hair, which is styled forward, shall not extend beyond the eyebrows.~~
- ~~Employees who wear their hair below the shoulders will be expected to pull their hair back and securely fasten it while performing duties where it could create a safety hazard, in situations where it could be entangled in equipment or other aspects of the work environment.~~
- ~~Sideburns, mustaches, beards and goatees, if worn, shall be clean, have a natural appearance and neatly trimmed. Beards and goatees, if worn, should not extend below the second button of the uniform shirt or visually obstruct the name tag or badge. Beards should not be wider than the ears. Exceptions may be granted for employees who have historical~~

~~interpretation as an essential job duty and a beard would be part of a costume or interpretive program.~~

- ~~• Tattoos depicting provocative or offensive language, symbols or images that cannot be completely covered by approved uniform clothing items or other means such as cosmetics or gloves will not be permitted.~~
- ~~• Neck or Facial Tattoos that cannot be concealed by approved uniform clothing or cosmetics are prohibited.~~
- ~~• Tattoos on arms or legs that are not provocative or offensive may be visible, so long as they do not distract from the assigned duties of the day. Otherwise they must be covered by approved uniform clothing. Staff engaged in rule enforcement, or community events where they are representing OPRD must have tattoos covered by appropriate uniform clothing, regardless of content, while performing these duties.~~
- ~~• If an undershirt or turtleneck is visible at the neck of the shirt, it shall be white, black or muted earth tone colors of tan, beige or olive drab in color and clean without tears or rips. Undershirt and turtleneck sleeves shall not protrude past the outer shirt sleeve.~~

~~If you have questions or comments regarding the personal appearance updates, the Uniform Committee formed a sub group to assist you. Please email this group at:~~

~~OPRD.UniformFAQ@oregon.gov~~

~~Any individuals with concerns about their compliance with the uniform standards or who desire an accommodation based on religious or health related considerations may direct their requests to their supervisor or Human Resources.~~

Personal Appearance Standards section above is deleted and replaced upon approval of Director's Group on 8/31/2021 and after review by Labor Management Committee on November 17, 2021. New language is incorporated into this document by addendum UM ADDENDUM Personal Appearance Standards 111722 located at G:\UNIFORMS - 2019\Uniform Manual, and by reference below:

OPRD staff in uniform are the image of the agency to the public. We appreciate and value our staff as individuals who represent the communities in which we serve. When visitors enter state parks, encountering a staff person in uniform should lead toward creation of the safe and welcoming atmosphere we are building. Appearance standards are designed to reflect how individuals wear the uniform, while respecting the individuality of our staff.

Any individuals with concerns about their compliance with the professional appearance standards or who desires an accommodation may direct their requests to their supervisor. Park Managers should discuss accommodations with their appropriate District and Region Manager to ensure accommodations are consistent throughout the agency.

If you are unable to reach a satisfactory decision with your supervisor, you may request an appeal by contacting the OPRD Uniform Liaison at OPRD.Uniform.FAQ@oregon.gov. Appeals will be resolved on a

case-by-case basis by the Liaison with an ad hoc group of four staff members from across the agency that include represented and unrepresented employees.

The following appearance standards represent all Oregon Parks and Recreation Department employees when wearing the OPRD Field Standard, Field Dress or Administrative uniform:

1. The uniform shall be worn in its entirety at all times when on duty in an official public capacity, unless directed otherwise.

Field Standard Uniform, Field Dress Uniform and Administrative Uniform items shall not be mixed, except as provided. Uniform items shall not be mixed with civilian clothing except as prescribed in this policy. No decorations except official OPRD approved items shall be worn on uniform items. When awarded, the OPRD-issued Service Recognition pin may be worn on the right shirt pocket flap to the left of the nametag or on the right collar tip on the Field Dress or Field Standard Uniform. Upon approval of the OPRD Director an additional commemorative pin may be worn for the designated commemoration period. No other pins, adornments, logos or other insignia shall be worn with approved OPRD patch, shield, nametag, service bar or badge.

Unless specified otherwise, for training or internal park Department meetings, field staff may dress in the Administrative uniform or street clothes.

2. The uniform shall be clean, neatly pressed and in good repair; it shall be appropriate for the work being performed.

Employees will be responsible for their own uniform cleaning and maintenance expenses. Care should be taken to avoid loose threads, missing buttons, rips, tears or similar matters that detract from a neat, clean appearance. Any uniform item badly faded, frayed, torn or stained should be replaced. Shirt tails shall be tucked in. All buttons shall be fastened, with the exception of the top two shirt collar buttons, which may be open at the wearer's option.

3. The uniform or any parts of it shall not be worn off duty; except for travel to and from the employee's residence and reporting station.

Staff should be prepared to remove or cover uniform when off duty.

4. The uniform should be sized appropriately to allow for a full range of motion while not being oversized resulting in a safety hazard.

5. When performing field duties staff must consider the Job Hazard Assessment for the task and take appropriate safety precautions; these precautions may alter their desired or typical personal appearance and include considering how long hair, nails, beards or jewelry may impact safe performance of the task.

6. Tattoos depicting provocative or offensive language, symbols or images that cannot be completely covered by approved uniform clothing items or other means such as cosmetics or gloves will not be permitted.

If you have questions or comments regarding the personal appearance updates please email this group at OPRD.Uniform.FAQ@oregon.gov.

RESOURCES

[G:\UNIFORMS - 2018](#)

This folder contains ordering instructions and sizing information for uniform items. For questions, please contact your Uniform Committee representative as listed on page 23.

- ~~Uniform Committee Meeting Minutes~~
- Updates from Uniform Liaisons
- Uniforms Items and Order Forms (see information under each company)
 - Galls
 - NOTE: Orders are placed on Galls storefront and require an account. Contact the ~~Uniform Committee Chair~~ the OPRD Galls field rep for more information.
 - David Morgan - Akubra Hat
 - Uniform Metal Badges, Nameplates
 - Admin Name Tags
 - Oregon Corrections Enterprises (OCE)
 - OCE and Watershed
- Most current copy of Uniform & Appearance Manual

Oregon Secretary of State Administrative Rules

105-040-0001

Equal Employment Opportunity and Affirmative Action

(1) Oregon State Government is committed to achieving a workforce that represents the diversity of the Oregon community and being a leader in providing its citizens with fair and equal employment opportunities. Accordingly:

(a) State agency heads shall ensure:

(A) Equal employment opportunities are afforded to all applicants and employees by making non-discriminatory employment related decisions;

(B) Employment practices shall be in compliance with the state's Affirmative Action Guidelines, state and federal laws to:

(i) Promote good faith efforts to achieve established affirmative action objectives; and

(ii) Take proactive steps to develop diverse applicant pools for position vacancies.

(b) The Department of Administrative Services (DAS) shall:

(A) Maintain an automated affirmative action tracking system which uses a uniform methodology for communicating affirmative action objectives for each state agency.

(B) Produce periodic reports showing Oregon State Government's progress toward achieving established affirmative action objectives identified by the Chief Human Resources Office at DAS and the Governor's Office of Diversity and Inclusion.

(c) Persons, who believe they have been subjected to discrimination by an agency in violation of this rule, may file a complaint with the agency's affirmative action representative within 365 calendar days of the alleged act or upon knowledge of the occurrence.

(2) Employment related decisions include, but are not limited to:

(a) Hiring,

(b) Promotion,

(c) Demotion,

(d) Transfer,

(e) Termination,

(f) Layoff,

(g) Training,

(h) Compensation,

(i) Benefits, and

(j) Performance evaluations;

(3) Diverse applicant pools are developed by using proactive outreach strategies.

(4) This rule does not preclude any person from filing a formal complaint in accordance with a collective bargaining agreement, or with appropriate state or federal agency under the applicable law.

Statutory/Other Authority: ORS 184.340, 240.145 & 240.250

Statutes/Other Implemented: ORS 240.306 & 659A.012 - 659A.015

History:

CHRO 2-2016, f. 6-22-16, cert. ef. 7-1-16

HRSD 2-2008, f. & cert. ef. 11-4-08

HRSD 11-2003, f. 7-15-03, cert. ef. 7-21-03

PD 2-1994, f. & cert. ef. 8-1-94

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES STATEWIDE POLICY	NUMBER 50.010.01	SUPERSEDES 50.010.01 01/01/2022
	EFFECTIVE DATE 03/03/2025	PAGE NUMBER Pages 1 of 8
	REVIEWED DATE	
	Division Chief Human Resources Office	Authority ORS 174.100, 240.086(1); 240.145(3); 240.250; 240.316(4); 240.321; 240.555; 240.560; 659A.375; 243.317, 243.319; 243.321; 659A.029; 659A.030, 659A.082 and 659A.112; Title VII; Civil Rights Act of 1964;; Rehabilitation Act of 1973; Employment Act of 1967; Americans with Disabilities Act of 1990; and 29 CFR §37.
Policy Owner CHRO Policy Unit		
SUBJECT Discrimination and Harassment Free Workplace	APPROVED SIGNATURE Signature on file with the Chief Human Resources Office	

POLICY STATEMENT

Oregon state government as an employer is committed to a discrimination and harassment free work environment. This policy outlines types of prohibited conduct and procedures for reporting and investigating prohibited conduct.

APPLICABILITY

All employees, including limited duration and temporary employees, board and commission members, elected officials, volunteers, interns, others working in an agency and prospective employees unless this policy conflicts with an applicable collective bargaining agreement.

ATTACHMENTS

None

DEFINITIONS

Also refer to State HR Policy 10.000.01, Definitions.

Collective Bargaining Agreement (CBA): A written agreement between Oregon state government (Department of Administrative Services) and a labor union. References to CBAs contained in this policy are applicable only to employees covered by a CBA.

Complainant: A person (or persons) allegedly subjected to, or who witnessed or observed discrimination, workplace harassment, sexual harassment, or sexual assault and who files a complaint with their immediate supervisor, another manager, or the agency, board, or commission human resources section, executive director, or chair, or the DAS Chief Human Resources Office. A complainant does not have to be the person harassed but could be a person affected by the offensive conduct.

Contractor: An individual or business with whom Oregon state government has entered into an agreement or contract to provide goods or services. Qualified rehabilitation facilities who by contract provide temporary workers to state agencies are considered contractors. Contractors are not subject to ORS 240 but must comply with all federal and state laws.

Designated Individual: An individual designated by the agency who is responsible for receiving reports of discrimination, harassment, sexual harassment or sexual assault.

Discrimination: Making employment decisions related to hiring, firing, transferring, promoting, demoting, benefits, compensation, and other terms and conditions of employment, based on or because of an employee's protected class status. (See also Workplace Harassment.)

Employee: Any person employed by the state in one of the following capacities: management service, unclassified executive service, unclassified or classified unrepresented service, unclassified or classified represented service, or represented or unrepresented temporary service. This definition includes board and commission members, and individuals who volunteer their services to state government.

Gender Identity: an individual's gender-related identity, whether or not that identity is different from that traditionally associated with the individual's assigned sex at birth, including, but not limited to, a gender identity that is transgender or androgynous.

Higher Standard: Applies to managers and supervisors. Managers and supervisors are held to a higher standard and are expected to be proactive in creating and maintaining a discrimination and harassment free workplace. Managers and supervisors must exercise appropriate measures to prevent and promptly correct any discrimination, workplace harassment, sexual harassment or sexual assault they know about or should know about.

Manager and Supervisor: Those who supervise or have authority or influence to affect employment decisions.

Non-Disclosure Agreement: Any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination or sexual assault, including the amount or terms of a settlement.

Non-Disparagement Agreement: Any agreement by which one or more parties agree not to discredit or make negative or disparaging written or verbal statements about any other party or the agency.

No-Rehire Provision: An agreement that prohibits an employee from seeking reemployment with the agency and allows a state agency to not rehire that individual in the future.

Protected Class Under Federal Law: Race; color; national origin; sex (includes pregnancy- related conditions); religion; age (40 and older); disability; sexual orientation; gender identity; a person who uses leave covered by the Federal Family and Medical Leave Act; a person who uses military leave; a person who associates with a protected class; a person who opposes unlawful employment practices, files a complaint or testifies about violations or possible violations; and any other protected class as defined by federal law.

Protected Class Under Oregon State Law: All federally protected classes, plus: age (18 and older); physical or mental disability; injured worker; a person who uses leave covered by the Oregon Family Leave Act or Paid Leave Oregon; marital status; family relationship; whistleblower; expunged juvenile record; and any other protected class as defined by state law.

Respondent: An individual against whom a complaint is filed against.

Sexual Harassment: A form of workplace harassment and includes, but is not limited to, the following types of conduct:

- Unwelcome sexual advances, requests for sexual favors or other conduct of a sexual nature when such conduct is directed toward an individual because of that individual's sex and submission to such conduct is made either explicitly or implicitly a term or condition of employment; or submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual.
- Unwelcome verbal or physical conduct that is sufficiently severe or pervasive to have the purpose or effect of unreasonably interfering with work performance or creating a hostile, intimidating or offensive working environment.

Sexual Assault: Unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation. (See also Workplace Harassment.)

Sexual Orientation under Oregon State Law: An individual's actual or perceived heterosexuality, homosexuality, bisexuality, or gender identity, regardless of whether the individual's gender identity, appearance, expression, or behavior differs from that traditionally associated with the individual's sex at birth.

Workplace: All property and facilities owned, leased, rented or otherwise occupied by the Oregon state government including grounds, buildings, parking structures and lots, vehicles and other equipment and any site where an employee enters on behalf of the employee's employment with Oregon state government, including an agency-sponsored off-site event, traveling on behalf of the agency.

Workplace Harassment: Conduct that is unwelcome, unwanted, or offensive and based on or because of an employee's protected class status.

Workplace harassment may occur between a manager or supervisor and a subordinate, between employees, and between non-employees and employees when the non-employees have business contact with employees.

Workplace harassment can be based on national origin, age, sex, race, disability, religion, sexual orientation, gender identity or gender expression. It may also encompass other forms of unwelcome, hostile, intimidating, threatening, humiliating or violent behavior that is not necessarily illegal, but still prohibited by this policy.

Examples of harassment include, but are not limited to, derogatory remarks, slurs and jokes about a person's protected class status.

Volunteer: Any individual who is performing work on behalf of Oregon state government or a state agency and is not paid for their service. This may include interns, externs and other categories of unpaid workers.

POLICY

Oregon state government is committed to a discrimination and harassment free work environment. This policy outlines types of prohibited conduct and procedures for reporting and investigating prohibited conduct.

- (1) **Discrimination and workplace harassment (discrimination), sexual harassment and sexual assault.**
Oregon state government provides a work environment free from unlawful discrimination and workplace harassment on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age, expunged juvenile record, performance of duty in a uniformed service or physical or mental disability, or any other characteristic protected by local law, regulation or ordinance.

All employees, including limited duration and temporary employees, board and commission members, elected officials, volunteers, interns, others working in an agency and prospective employees are

entitled to a respectful and productive work environment free from behavior, action or language that constitutes workplace harassment, discrimination, sexual harassment and sexual assault.

Any conduct at work that a reasonable person in the individual's circumstances would consider unwelcome, intimidating, hostile, threatening, violent, abusive or offensive is prohibited. Employment actions, including hiring, promotion, termination and compensation decisions based on a protected class is also prohibited.

The following examples, while not all inclusive, represent prohibited behavior based on an individual's protected class status:

- Physical harassment, including but not limited to unwelcome physical contact such as touching, impeding or blocking movement, or any physical interference with work.
- Verbal harassment, including but not limited to disparaging or disrespectful comments, jokes, slurs, innuendoes, teasing and other sexual talk such as jokes, persistent unwanted advances and derogatory insults.
- Nonverbal harassment, including but not limited to suggestive or insulting sounds, obscene gestures, leering or whistling.
- Visual harassment, including but not limited to displays of explicit or offensive calendars, circulation of derogatory content, posters, pictures, drawings or cartoons.
- Sexual harassment, including but not limited to unwelcome sexual advances, requests for favors in exchange for conduct of a sexual nature, submission to unwelcome conduct of a sexual nature in exchange for a term of employment, or other conduct of a sexual nature.

(2) **Higher standard.** Managers and supervisors are held to a higher standard and are expected to be proactive in creating and maintaining a discrimination and harassment free workplace. Managers/supervisors must exercise appropriate measures to prevent and promptly correct without avoidable delay any discrimination, workplace harassment, workplace intimidation, sexual assault or sexual harassment they know about or should know about.

(3) **Designated individual.**

- (a) Each agency shall designate an individual and an alternate who are responsible for receiving reports of prohibited conduct under this policy (discrimination, workplace harassment, sexual harassment, sexual assault or employment or settlement agreements containing prohibited provisions) occurring within the agency.
- (b) Each agency must notify employees of who the agency designated individual, and alternate are any time it is required to provide a copy of the Discrimination and Harassment Free Workplace policy to employees under this policy or whenever a new designated individual or alternate is selected.
- (c) Agencies must inform the DAS Chief Human Resources Office (CHRO) who the agency has selected as the designated individual and alternate. CHRO will maintain a list of these individuals.

(4) **Reporting.** Anyone who is subject to or aware of what they believe to be discrimination, workplace harassment, sexual harassment, sexual assault, or related employment or settlement agreements containing prohibited provisions should document and report that behavior to the designated individual or alternate.

Those individuals making a report of what they believe to be discrimination, workplace harassment, sexual harassment or sexual assault may also report that behavior to their immediate supervisor, another manager, or the agency, board, or commission human resources section, executive director, chair or DAS CHRO.

A report of discrimination, workplace harassment, sexual harassment or sexual assault is considered a complaint. Any supervisor or manager, or the agency, board, or commission human resources section, executive director, or chair receiving a complaint shall document the complaint and promptly notify the agency's designated individual or alternate.

Upon receipt of a report of prohibited discrimination, workplace harassment, sexual harassment or sexual assault, the designated individual or alternate shall provide a copy of this policy to the employee. The designated individual and alternate, shall document and maintain appropriate records of all complaints.

- (a) A complaint may be made verbally or in writing.
- (b) A verbal or written complaint should contain the following:
 - (A) The name of the complainant and the name of the person that was subjected to the discrimination, workplace harassment, sexual harassment or sexual assault if they are not the same person.
 - (B) The names of all parties involved and any witnesses.
 - (C) A specific and detailed description of the conduct or action the employee believes constitutes discrimination, workplace harassment, sexual harassment, workplace intimidation or sexual assault.
 - (D) The date or time period in which the alleged conduct occurred.
 - (E) A description of the desired remedy.
- (c) A report should be made to the designated individual within five (5) years of the occurrence; however, failure to report within five years does not remove the agency's responsibility for coordinating and conducting an investigation.
- (d) Unless the employee subjected to the alleged harassment has signed a waiver of the employer's responsibility to conduct follow up contacts with the employee, the employer shall follow up with the employee of the alleged workplace harassment once every three (3) months for the twelve (12) calendar months following the date of which the employer received a report of workplace harassment to determine whether the alleged harassment has stopped or if the employee subjected to the alleged harassment has experienced retaliation. The follow up contact applies regardless of the outcome of the investigation.

(5) Other reporting options.

- (a) Nothing in this policy prevents any person from filing a formal grievance in accordance with a CBA; a formal complaint with the Bureau of Labor and Industries (BOLI) or the Equal Employment Opportunity Commission (EEOC); or if applicable, the U.S. Department of Labor

(USDOL) Civil Rights Center. However, some CBAs require an employee to choose between the complaint procedure outlined in the CBA and filing a BOLI or EEOC complaint.

- (b) A complaint filed with BOLI alleging an unlawful employment practice as described under this policy must be filed no later than five years after the occurrence of the alleged unlawful employment practice.
- (c) Nothing in this policy prevents any person from seeking remedy under any other available law, whether civil or criminal.
- (d) An employee or claimant must provide advance notice of claim against the employer as required by ORS 30.275.

(6) **Filing a report with the U.S. Department of Labor (USDOL) Civil Rights Center.** An employee whose agency receives federal financial assistance from the U.S. Department of Labor under the Workforce Innovation and Opportunity Act, Mine Safety and Health Administration, Occupational Safety and Health Administration, or Veterans' Employment and Training Service, may file a complaint with the State of Oregon Equal Opportunity Officer or directly through the USDOL Civil Rights Center. The complaint must be written, signed and filed within 180 days of when the alleged discrimination or harassment occurred.

(7) **Penalties.** Conduct in violation of this policy will not be tolerated.

- (a) Employees engaging in conduct in violation of this policy may be subject to disciplinary action up to and including dismissal.
- (b) State temporary employees and volunteers who engage in conduct that violates this policy may be subject to termination of their working or volunteer relationship with the agency, board or commission.
- (c) An agency, board or commission may be liable for discrimination, workplace harassment sexual harassment, workplace intimidation or sexual assault if it knows of or should know of conduct in violation of this policy and fails to take prompt, appropriate action.
- (d) Managers and supervisors who know or should know of conduct in violation of this policy and who fail to report such behavior or fail to take prompt, appropriate action may be subject to disciplinary action up to and including dismissal.

(8) **Prohibited employment or settlement agreements.**

- (a) Agencies shall not require a former, current or prospective employee to enter into any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, harassment, sexual harassment or sexual assault.

- (b) An employee claiming to be aggrieved by discrimination, harassment, sexual harassment or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement which contains a non-disclosure, non-disparagement, or no-rehire provision and will have at least seven days to revoke any such agreement. The agency shall not offer a settlement on the condition of a request for these terms.
- (9) An employee subjected to alleged workplace harassment may voluntarily disclose information regarding an incident of workplace harassment that involves the employee subjected to the alleged harassment.
- (10) **Resources.** Individuals who believe they are the subject of workplace harassment should contact their immediate supervisor, another manager, or the agency, board, or commission human resources section, executive director, or chair, or the DAS Chief Human Resources Office for information related to legal resources, counseling, and support services, including the employee assistance program.
- (11) **Retaliation.** This policy prohibits retaliation against anyone who files a complaint, participates in an investigation, or reports observing discrimination, workplace harassment, workplace intimidation, sexual assault, or sexual harassment.
 - (a) Anyone who believes they have been retaliated against because they filed a complaint, participated in an investigation, or reported observing discrimination, workplace harassment, sexual harassment, or sexual assault should report this behavior to the employee's supervisor, another manager, or the agency, board, or commission human resources section, executive director, or chair, or the DAS Chief Human Resources Office as applicable. Complaints of retaliation will be investigated promptly.
 - (b) Employees who violate this policy by retaliating against others may be subject to disciplinary action, up to and including dismissal.
 - (c) State temporary employees and volunteers who retaliate against others may be subject to termination of their working or volunteer relationship with the agency, board or commission.
- (12) **Policy notification.**
 - (a) An employer shall:
 - (i) Make the policy available to employees within the workplace.
 - (ii) Provide a copy of the policy to each employee at the time of hire and in any orientation, materials provided to the employee at the time of hire; and
 - (iii) Require any supervisor or individual who is designated by the employer to receive complaints to provide a copy of the policy to an employee at the time that the employee discloses information regarding prohibited discrimination, harassment, sexual harassment or sexual assault.

- (b) All employees including board and commission members, state temporary employees and volunteers shall:
- (i) Be required to complete harassment and discrimination training upon their initial hire or appointment, and annually thereafter.
 - (ii) Be given directions to read the policy.
 - (iii) Be provided an opportunity to ask questions and have their questions answered. Questions regarding this policy may be directed to the employee's immediate supervisor, another manager, or the agency, board, or commission human resources section, executive director, or chair, or the DAS Chief Human Resources Office as applicable.

Sign an acknowledgement indicating the employee has read the policy and had the opportunity to ask questions. The agency, board or commission must keep signed acknowledgements on file or use an electronic acknowledgment system to comply with this requirement.

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES STATEWIDE POLICY	NUMBER 50.010.03	SUPERSEDES 50.010.03 11/22/2019
	EFFECTIVE DATE 03/03/2025	PAGE NUMBER Pages 1 of 4
	REVIEWED DATE	
Division Chief Human Resources Office	Authority ORS 240.145 and ORS 240.250	
Policy Owner CHRO Policy Unit		
SUBJECT Maintaining a Professional Workplace	APPROVED SIGNATURE Signature on file with the Chief Human Resources Office	

POLICY STATEMENT

Mutual respect between and among managers, employees and volunteers is integral to the efficient conduct of business within Oregon state government. All individuals work together to create and maintain a work environment that is respectful, professional and free from inappropriate workplace behavior.

APPLICABILITY

All employees, including temporary employees and volunteers, and others working in the agency.

ATTACHMENTS

Complaint Form: https://www.oregon.gov/das/HR/Documents/Complaint%20FORM_11%2030%2015.doc

DEFINITIONS

Professional Workplace Behavior: Supporting the values and mission of Oregon state government and the agency, building positive relationships with others, communicating in a respectful manner, holding oneself accountable and pursuing change within the system.

Inappropriate Workplace Behavior: Unwelcome or unwanted conduct or behavior that causes a negative impact or disruption to the workplace or the business of the state, or results in the erosion of employee morale and is not associated with an employee's protected class status.

Examples of inappropriate workplace behavior include, but are not limited to, comments, actions or behaviors of an individual or group that embarrass, humiliate, intimidate, disparage, demean, or show disrespect for another employee, a manager, a subordinate, a volunteer, a customer, a contractor or a visitor in the workplace.

Inappropriate workplace behavior does not include actions of performance management such as giving supervisory instructions, setting expectations, giving feedback, administering disciplinary actions, or conducting investigatory meetings.

Inappropriate workplace behavior does not include assigned, requested or unsolicited constructive peer feedback on projects or work.

Also refer to State HR Policy 10.000.01, Definitions.

POLICY

- (1) Employees of all service types and volunteers, at every level of the agency (including boards and commissions), must foster an environment that encourages professionalism and discourages disrespectful behavior. All employees and volunteers must behave respectfully and professionally and refrain from engaging in inappropriate workplace behavior.
- (2) Addressing inappropriate workplace behavior.
 - (a) Supervisors must address inappropriate behavior they observe or experience and should do so as close to the time of the occurrence as possible and appropriate.
 - (b) If an employee or volunteer observes or experiences inappropriate workplace behavior, the employee should do one or both of the following if they are comfortable in doing so:
 - (A) Redirect inappropriate conversations or behavior to workplace business.
 - (B) Tell the offending employee or volunteer their behavior is offensive and ask them to stop.
- (3) Reporting inappropriate workplace behavior.
 - (a) An employee or volunteer should report inappropriate workplace behavior they experience or observe, to their immediate supervisor, another manager, the agency, board, or commission's human resources section, executive director, chair, or the DAS Chief Human Resources Office, as soon as is practical.
 - (A) The report may be made orally or in writing.
 - (B) An oral or written complaint should contain the following:
 - (i) The names of all parties involved, including witnesses.
 - (ii) A specific and detailed description of the conduct or action the employee believes is inappropriate workplace behavior.
 - (iii) The date or time period when the alleged conduct occurred.
 - (iv) A description of the desired remedy.
 - (b) If past practice exists in the agency, an employee represented by a labor union may have a union representative present during regular work hours when reporting inappropriate workplace behavior and throughout the process set forth in this policy.
- (4) Responding to a report of inappropriate workplace behavior.

- (a) Inappropriate workplace behavior must be addressed and corrected before it becomes pervasive, causes further workplace disruption or lowers morale. Unless the agency decides otherwise, the supervisor of the individual allegedly engaging in inappropriate workplace behavior must address the report as soon as possible.¹

(5) Consequences.

- (a) Any employee found to have engaged in inappropriate workplace behavior will be counseled, or depending on the severity of the behavior, may be subject to discipline up to and including dismissal.
- (b) An employee in trial service found to have engaged in inappropriate workplace behavior may be removed from trial service.
- (c) An employee in a limited duration or temporary appointment or a volunteer found to have engaged in inappropriate workplace behavior will be counseled, or depending on the severity of the behavior, may have their appointment or service terminated.
- (d) A supervisor who fails to address inappropriate behavior will be counseled, or depending on the severity of the behavior, may be subject to discipline up to and including dismissal.

(6) Retaliation.

- (a) Retaliating against someone for reporting or addressing inappropriate workplace behavior is prohibited. An employee who believes they are experiencing retaliation as a result of reporting inappropriate behavior should report it to their immediate supervisor as soon as is practical.² The agency will investigate reports of retaliation. Any employee found to have engaged in retaliation may be subject to discipline up to and including dismissal. An employee in trial service found to have engaged in retaliation may be removed from trial service. An employee in a limited duration or temporary appointment or a volunteer found to have engaged in retaliation may have their appointment or service terminated.

(7) Policy notification.

All employees and volunteers, will:

- (a) Be given a copy or told the location of State HR Policy 50.010.03, Maintaining a Professional Workplace, by the agency.
- (b) Be directed to read the policy.

¹ The agency determines the best method of addressing the report, depending upon the behavior reported or observed, including determining the method of any necessary follow up.

² If the employee believes their immediate supervisor is engaging in retaliation, the employee should report the behavior to another manager, the agency, board, or commission's human resources section, executive director, chair, or the DAS Chief Human Resources Office as soon as is practical.

(c) Be provided an opportunity to ask questions and have their questions answered.

(d) Acknowledge having read the policy and having had the opportunity to ask questions.

(A) The agency decides the form of the acknowledgement, such as electronic, signed, or other documented acknowledgment.

(B) The agency may create and offer training as it deems necessary.

SUBJECT: ADA and Reasonable Accommodation
in Employment

NUMBER: 50.020.10

DIVISION: Chief Human Resources Office

EFFECTIVE DATE: 11/05/2019

APPROVED: Signature on file with the Chief Human Resources Office

**POLICY
STATEMENT:**

Oregon state government follows the clear mandate in state law and the Americans with Disabilities Act (ADA) of 1990, as amended by the ADA Amendments Act of 2008, to remove barriers that prevent qualified people with disabilities from enjoying the same employment opportunities that are available to people without disabilities.

Oregon state government provides equal access and equal opportunity in employment. Its agencies do not discriminate based on disability. Oregon state government uses only job-related standards, criteria and methods of administration that are consistent with business necessity. These standards, criteria and methods do not discriminate or perpetuate discrimination based on disability.

According to OAR 105-040-0001 Equal Employment Opportunity and Affirmative Action, Oregon state government takes positive steps to recruit, hire, train, and provide reasonable accommodation to applicants and employees with disabilities.

AUTHORITY:

ORS 240.145; 240.240; 240.250; ORS 659A.103 -145; 243.305; 243.315; The Americans with Disabilities Act (ADA) of 1990 as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008; Civil Rights Act of 1991; and 42 U.S.C. §12101 et seq.

APPLICABILITY:

This policy applies to all state employees, including state temporary employees, according to provisions of federal and state law.

ATTACHMENTS:

ADA Accommodation Tool Kit

DEFINITIONS:

Also refer to State HR Policy 10.000.01, Definitions.

The following definitions apply to terms referenced in this policy and its attachments:

Americans with Disabilities Act (ADA): The ADA is a federal civil rights statute that removes barriers preventing qualified people with disabilities from enjoying the same employment opportunities available to people without disabilities. References to ADA also refer to amendments to that Act.

Essential Functions: These include, but are not limited to, duties that are necessary because:

- The primary reason the position exists is to perform these duties.
- A limited number of employees are available who can perform these duties.
- The incumbent is hired or retained to perform highly specialized duties.

Individual with a Disability: This term means a person to whom one or more of the following apply:

- A person with a physical or mental impairment that substantially limits one or more of the major life activities of such a person without regard to medications or other assistive measures a person might use to eliminate or reduce the effect of impairment.
- A person with a record of such impairment.
- A person regarded as having such impairment.

Major Life Activities: This term means the basic activities the average person in the general population can perform with little or no difficulty. These include, but are not limited to: breathing; walking; hearing; thinking; concentrating; seeing; communicating; speaking; reading; learning; eating; self-care; performing manual tasks such as reaching, bending, standing and lifting; sleeping; and working (working in general, not the ability to perform a specific job). The term also includes, but is not limited to, "major bodily functions," such as functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

Physical or Mental Impairment: This term refers to any of the following:

- A physiological disorder, condition, cosmetic disfigurement, or anatomical loss that affects one or more bodily systems, including neurological, musculoskeletal, special sense organs, respiratory, cardiovascular or reproductive.
- A mental or psychological disorder including, but not limited to, intellectual disability, organic brain syndrome, emotional or mental illness or specific learning disability.
- Disease or condition including orthopedic, visual, speech and hearing impairment, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV or alcoholism.
- Any other physical or mental impairment listed under the ADA.

Qualified Person: This term means a person who has the personal and professional attributes, including skill, experience, education, physical and mental ability, medical, safety and other requirements to hold a position.

"Qualified person" does not include people who currently engage in illegal drug use. However, persons who are currently enrolled in, or who have completed a rehabilitation program, and who continue to abstain from illegal drug use may qualify.

Reasonable Accommodation: This term means change or adjustment to a job or work environment that enables a qualified employee with a disability to perform the essential functions of a job, or to enjoy the benefits and privileges of employment equal to those enjoyed by employees without disabilities.

“Reasonable accommodation” does not include modifications or adjustments that cause an undue hardship to the agency.

“Reasonable accommodation” does not mean providing personal auxiliary aids or services, such as service dogs or hearing aids that a person uses both on and off the job.

A reasonable accommodation does not include lowering production standards, promoting or assigning an employee to a higher-paying job, creating a position or reassigning essential functions to another worker.

Accommodations for Pregnancy, Childbirth or a Related Medical Condition

“Reasonable accommodation” includes accommodations or adjustments made for pregnancy, childbirth, or a related medical condition including, but not limited to, lactation. Reasonable accommodations for purposes of pregnancy, childbirth or a related medical condition may include, but are not limited to:

- (1) Acquisition or modification of equipment or devices.
- (2) More frequent or longer break periods or periodic rest.
- (3) Assistance with manual labor.
- (4) Modification of work schedules or job assignments.

Undue Hardship: This term means significant difficulty or expense. Whether a particular accommodation imposes undue hardship is determined on a case-by-case basis, with consideration of such factors as the following:

- The nature and cost of the accommodation needed.
- The agency’s size and financial resources and the employee’s official worksite.
- The agency’s operation, structure, functions and geographic separateness.
- The agency’s administrative or fiscal relationship to the facility responding to the accommodation request and to any other state agencies in the facility.
- The impact of the accommodation on the operation of the agency or its facility.

POLICY:

- (1) Each state agency director or authorized designee administers State HR Policy 50.020.10 as the agency's policy. Compliance with the ADA is mandatory.
 - (a) Each agency identifies an ADA coordinator to coordinate ADA accommodation requests and function as an agency resource on ADA matters.
 - (b) Each agency develops and follows its own procedures for receiving, processing and documenting accommodation requests under this policy. The attached tool kit will assist in this process.
- (2) An employee may request an accommodation under this policy by following agency procedures.
- (3) The agency must review and respond in a timely manner to each request for accommodation. The agency must engage in an interactive dialogue with the employee to determine whether the accommodation is necessary and will be effective. Agencies will acknowledge in writing all written requests for accommodations within seven calendar days from the date of receipt.
- (4) Each accommodation is unique to the person, the disability and the nature of the job. No specific form of accommodation can guarantee success for all people in any particular job. The agency must give primary consideration to the specific accommodation requested by the employee. Through the interactive process the agency may identify and provide an alternative accommodation. With regard to pregnancy, childbirth or a related medical condition, the agency must not require an employee to accept a reasonable accommodation that is unnecessary for the employee to perform the essential duties of the job or to accept a reasonable accommodation if the employee does not have a known limitation.
- (5) The duty to provide reasonable accommodation is ongoing. The agency and the employee must engage in the interactive process again if an accommodation proves ineffective.
- (6) The agency may deny an accommodation if it is not effective, if it will cause undue hardship to the agency, or if the agency identifies imminent physical harm or risk. The undue hardship exception is available only after careful consideration. The agency must consider alternative accommodations, should a requested accommodation pose undue hardship.
- (7) Federal and state law prohibit retaliation against an employee with respect to hiring or any other term or condition of employment because the employee asked about, requested or was previously accommodated under the ADA.
- (8) **Policy Notification.**
 - (A) Agencies will ensure information regarding ADA and agency-specific procedures for requesting an accommodation are readily accessible to employees via bulletin boards and/or a public website or intranet.
 - (B) Agencies shall post signs that inform employees of the employment protections under ORS 659A, including the right to be free from discrimination because of pregnancy, childbirth and related medical conditions, and the right to reasonable accommodation. Agencies shall post the signs in a conspicuous and accessible location in or about the premises where employees work.

- (i) In addition to posting signs, agencies shall provide a written copy of the notice to:
 - (1) New employees, at the time of hire.
 - (2) Existing employees, within 180 days after the effective date of this policy.
 - (3) Any employee who informs the agency of the employee's pregnancy, within 10 days after the employer receives the information.

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES STATEWIDE POLICY	NUMBER 10.040.01	SUPERSEDES 10.040.01 02/01/2019
	EFFECTIVE DATE 11/01/2024	PAGE NUMBER Pages 1 of 4
	REVIEWED DATE	
	Division Chief Human Resources Office	Authority ORS 184.370, 240.145(3) and (4); 240.160; 240.250; 240.435; 240.850(5); Executive Order 17-08; DAS 107-001-020, ORS 401, HB 4068 (2022 Regular Session), ORS 276A.323, DAS 50.000.01, DAS 50.010.02, DAS 50.010.04, DAS 50.010.05, DAS 50.010.01, DAS 50.035.01
Policy Owner CHRO Policy Unit		
SUBJECT Statewide Workforce Learning and Development	APPROVED SIGNATURE Signature on file with the Chief Human Resources Office	

POLICY STATEMENT

Oregon state government recognizes its most important resource is its employees. It is committed to providing a continuous learning and development environment, accessible to all employees, to maintain and advance their knowledge, skills and competencies. Continuous employee learning and development is an investment in both the employee and the organization, as it supports employee engagement, attraction and retention, and encourages innovation and knowledge transfer.

APPLICABILITY

All employees, including temporary employees, and others working in an agency where noted.

ATTACHMENTS

[Enterprise Employee Competencies](#)

[Enterprise Manager Competencies](#)

DEFINITIONS

Compliance Training: employee training mandated by regulation, statute, rule, policy or executive order.

Formal Learning and Development: includes classroom instruction, web-based training, remote labs, self-paced online courses, workshops, seminars, webinars, conferences, on-the-job training, mentoring, job shadowing.

Informal Learning and Development: includes self-study, videos, articles, social media engagement, book clubs, online forums and chat rooms, networking and taking on stretch assignments.

Others working in an agency: May include members of boards, commissions, councils, task forces, workgroups, advisory groups, volunteers, interns, and other communities of interest to further statutorily mandated and legislatively directed objectives.

Also refer to State HR Policy 10.000.01, Definitions.

POLICY

- (1) The increasing complexity of the work environment requires employees to continually develop competencies and upgrade their knowledge and skills. Therefore, formal and informal learning and development shall be integrated into some of the stages of the employee lifecycle (onboard, develop, retain, transition).
- (2) Learning and development opportunities shall be developed in line with industry standards and best practices and Oregon state government's enterprise values and competencies.
 - (a) The agency director administers this policy as the agency's learning and development policy.
 - (A) Agencies must provide notification and access to employees for all required trainings and communicate completion expectations.
 - (B) In addition to the learning and compliance trainings listed in this policy, an agency may write or post in a location accessible to all agency employees an agency-specific policy with additional required training.
 - (C) Managers, in consultation with their employees, must identify yearly performance or developmental goals and document them in the Chief Human Resources Office human resources information system.
 - (i) Within 60 days of a new employee's position start date, the manager shall identify the employee's yearly performance expectations and goals and document them in the Chief Human Resources Office human resources information system.
 - (ii) At a minimum, each employee's performance expectations and goals should be reviewed and updated as needed.
 - (b) Formal learning, development, and compliance trainings shall be prepared and presented by state employees or outside vendors and made available to employees through remote learning, online, classroom or other alternative platforms. Employees may request an accommodation to participate in a learning, development, or compliance training through their manager or agency human resources department.
 - (c) Upon initial appointment to Oregon state government or the Executive Branch, new employees shall complete within the first 30 days of employment the following required compliance trainings unless otherwise required by statute, rule, policy or collective bargaining agreement:
 - (A) DAS – CHRO – Overview of Oregon State Government
 - (B) DAS – CHRO – Public Records

- (C) OGEC – Overview of Oregon Ethics Law
 - (D) DAS – CHRO – Violence and Weapons Free Workplace
 - (E) DAS – CHRO – Drug-free Workplace for Employees
 - (F) DAS – CHRO – Customer Service Fundamentals (must be completed within 60 days of position start date)
 - (G) DAS – CHRO – Preventing Discrimination and Harassment
 - (H) DAS – EIS – Information Security Training: Foundations
 - (I) DAS – CHRO – Uplift Your Benefits for NEW Employees
- (d) The following compliance trainings are required for the following people:
- (A) Within 30 days of initial appointment: All supervisory management employees shall complete the DAS - CHRO - Performance Accountability and Feedback Module 1, Module 2 and Module 3.
 - (B) Within 60 days of position start date: All new hires to Oregon state government and employees who transfer to an Executive Branch agency from the Legislature, Judicial Department, Inside Oregon Enterprises, Oregon Travel Information Council, Secretary of State, Treasury or a semi-independent agency must complete the agency's new employee orientation (NEO). Temporary and seasonal employees only need to complete the agency NEO if they will work for the agency for 30 days or longer. At the agency's discretion, NEO for temporary or seasonal employees can be a modified version of the full NEO.
 - (C) Within four months of initial appointment: All supervisory management employees, except for agency heads, shall complete the DAS – CHRO Foundational Training Program.
 - (D) Within six months of initial appointment: Agency heads and management service employees shall complete the Federal Emergency Management Agency (FEMA) training on incident command and the National Incident Management System.
 - (E) Within six months of initial appointment: All new board and commission members, and executive directors of an entity with fewer than 50 FTE, must complete the DAS – CHRO – Overview of Boards and Commissions training.
 - (F) Annually: All employees, including temporary employees, volunteers, and board and commission members must complete the DAS – CHRO – Preventing Discrimination and

Harassment training unless an agency receives an exception from the DAS Chief Human Resources Officer.

- (G) Annually: All employees, including temporary employees, volunteers, and board and commission members must complete DAS – EIS – Information Security Training: Foundations.
 - (H) Within two years of initial appointment: All managers, supervisors, and human resources staff must complete the DAS – CHRO – Intimate Partner Violence training unless the agency has its own course.
 - (I) Once per biennium: All employees shall complete public records training. Employees may take the DAS – CHRO – Public Records training, courses provided by the Secretary of State, or agency-specific training provided by their agency.
 - (J) Before conducting a workplace investigation, a human resources employee shall complete the DAS – CHRO – Conducting Discrimination and Harassment Investigations in the Workplace training.
- (e) With approval from the Chief Human Resources Office, agencies may exempt employees from a training requirement when it is not an appropriate use of public resources, the employee has complied with the training requirement within the past two years, or for other acceptable reasons. The agency shall maintain all documents related to any exemptions.