



# LANE COUNTY

HUMAN RESOURCES DEPARTMENT / 125 East 8th Ave. / Eugene, OR 97401  
Phone: (541) 682-3665/ Fax: (541) 682-4290

W. 10. a

## AGENDA COVER MEMO

Memorandum Date: October 25, 2007  
Order Date: October 31, 2007

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**TO:** Board of County Commissioners  
**DEPARTMENT:** Human Resources  
**PRESENTED BY:** Greta Utecht, Human Resources Director  
**AGENDA ITEM TITLE:** ORDER/IN THE MATTER OF AMENDING CHAPTER 2 OF THE LANE MANUAL TO REVISE THE COUNTY DIVERSITY POLICY (LM 2.390)

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### **I. MOTION**

**MOVE APPROVAL OF ORDER 07-11-07-\_\_\_ IN THE MATTER OF AMENDING CHAPTER 2 OF THE LANE MANUAL TO REVISE THE COUNTY DIVERSITY POLICY (LM 2.390)**

### **II. AGENDA ITEM SUMMARY**

State law was recently changed with the passage of Senate Bill 2 and Senate Bill 822. These laws strengthen the rights of persons based on their sexual orientation, gender identity and veteran status. The proposed changes to Lane Manual Chapter 2 will bring the County's diversity policy into alignment with State law.

### **III. BACKGROUND/IMPLICATIONS OF ACTION**

#### **A. Board Action and Other History**

Current language in Lane Manual 2.390 was adopted in 2004. In 2005 the Board adopted a new diversity action plan that calls for valuing and respecting differences such as those based on sexual orientation. The Board has also asked that Human Resources research whether the County should grant veterans preference in hiring.

**B. Policy Issues**

Amending Lane Manual 2.390 is in conformance with State law and the County's diversity plan.

**C. Board Goals**

The strategic plan sets forth guiding principles for the County, of which one is diversity. This principle states that "we will treat all people with dignity and respect. We will demonstrate through our actions an understanding and appreciation for cultural diversity and individual differences. We absolutely will not tolerate sexual, religious, racial harassment or discrimination."

**D. Financial and/or Resource Considerations**

Amending Lane Manual 2.390 has no financial impact.

**E. Analysis**

With the change in State law providing protection from discrimination based on sexual orientation, it's important that the County bring our policies into alignment to prevent any misunderstanding or confusion. Current Lane Manual language does not reference gender identity as a difference to be valued and respected.

Since Lane County is a home rule county, we are not subject to civil service hiring requirements that have been adopted for state service. However, with the strengthening of veterans preference laws for civil service agencies, one way that Lane County can show respect for returning veterans is by referencing them in our diversity policy.

**F. Alternatives/Options**

1. Approve the motion to amend Lane Manual 2.390.
2. Do not approve the motion and direct staff to review and/or revise the diversity policy.

**IV. TIMING/IMPLEMENTATION**

Upon approval of the Board, Lane Manual 2.390 will be amended and the Administrative Procedure regarding discrimination will be updated accordingly.

**V. RECOMMENDATION**

Human Resources and the County's Diversity Action Committee recommend that the motion be approved.

**VI. FOLLOW-UP**

None required.

**VII. ATTACHMENTS**

Board Order  
Lane Manual 2.390

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

IN THE MATTER OF AMENDING CHAPTER 2 OF  
THE LANE MANUAL TO REVISE THE COUNTY  
DIVERSITY POLICY (LM 2.390)

The Board of County Commissioners of Lane County orders as follows:

Lane Manual Chapter 3 is hereby amended by removing, substituting and adding the following section:

**REMOVE THIS SECTION**

2.390  
as located on page 2-31 through 2-32  
(a total of 2 pages)

**INSERT THIS SECTION**

2.390  
as located on page 2-31 through 2-32  
(a total of 2 pages)

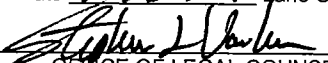
Said section is attached hereto and incorporated herein by reference. The purpose of this substitution and addition is to revise the County diversity policy (LM 2.390).

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2007.

\_\_\_\_\_  
Chair, Lane County Board of Commissioners

APPROVED AS TO FORM

Date 10-25-2007 Lane County

  
\_\_\_\_\_  
OFFICE OF LEGAL COUNSEL

**2.386 Elected Officials' Transition Policy.**

The public need requires that newly elected County officials be adequately oriented and prepared in order to achieve an orderly assumption of office. Therefore, the following transition policy shall apply to each newly elected County Commissioner, Sheriff, Assessor and District Attorney:

(1) Orientation. After the election results have been certified, each Department of the County shall present to the newly elected official an overview of the functions of and programs administered by the Department, if so desired by that official. The content of the presentations shall acquaint each newly elected official with the full scope of County operations in an organized fashion. The County Administrator shall coordinate the Department presentations.

(2) Staff Support. During the period between the election and taking office, there shall be provided staff support for each newly elected official as required during the transition period. Such support shall include office space, materials and supplies and clerical assistance as arranged by the County Administrator.

(3) Reimbursement for Expenses. There shall be provided reimbursement for expenses incurred in transition activities deemed necessary by each newly elected official an amount not to exceed \$100 per month, transportation from the Motor Pool as may be necessary for such activities and such liability and workers' compensation coverage as is needed to protect County liability for such transition activities.

(4) Outgoing Commissioners shall provide complete files and case histories on pending or unfinished business to incoming Commissioners, and generally provide for a smooth transition. *(Revised by Order No. 98-9-9-9, Effective 9.9.98)*

**DIVERSITY POLICY****2.390 Diversity is a key to the future success of Lane County.**

We are charged with providing effective government services in an increasingly competitive and diverse environment. The diversity policy contained in LM 2.390 is intended to be an expression of intent and aspiration on the part of the Lane County Board of Commissioners and is to be used to guide the County government in benefiting from and being responsive to the changing population that provides both the County's workforce and its customer base. The more successfully we are able to conduct our business in a diverse community the more diverse our presence must be in that community.

Diversity transcends race and gender, affirmative action and Equal Employment Opportunity. It means respecting and valuing differences, such as those based on age, disability, race, sex, religion, color, national origin, language, ethnicity, socio-economic status, sexual orientation, gender identity, veteran's status, and political beliefs. In order to collaborate successfully with the diverse communities we serve, the County must be cognizant and respectful of our differences both in the community and the worksite. Most importantly, all in the County must rethink our approach to diversity. No longer are such issues just matters of social policy or historical reciprocity. Diversity, and the respect and understanding of the integrity and worth of all cultures, peoples and lifestyles is today and will continue to be simply good business.

Policy. Lane County will demonstrate its commitment to diversity through the way in which it provides County services, through its employment practices, through its funding decisions, and through its appointments to County boards, commissions and committees by:

- (1) ensuring that all County services, programs and activities are provided to its diverse communities in ways that are sensitive to and responsive to cultural differences, including accessibility for persons with disabilities;
- (2) ensuring that all County-funded services are provided, and funding decisions are made, in a manner that recognizes, addresses and is reflective of the cultural diversity of the communities served;
- (3) demonstrating a commitment to workplace diversity through implementation of affirmative action plans and development of cultural sensitivity and cultural competency among other employees; and,
- (4) ensuring that all County boards, commissions, and committees are reflective of the diversity of the Lane County population. *(Revised by Order No. 94-6-1; Effective 6.1.94; 95-11-28-1, 11.28.95; 04-11-10-11; 11.10.04)*

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**Bold** indicates material being added  
~~Strikethrough~~ indicates material being deleted

**LEGISLATIVE  
FORMAT**

2.386 Lane Manual

~~2.390-2.390~~

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**DIVERSITY POLICY**

**2.390 Diversity is a key to the future success of Lane County.**

We are charged with providing effective government services in an increasingly competitive and diverse environment. **The diversity policy contained in LM 2.390 is intended to be an expression of intent and aspiration on the part of the Lane County Board of Commissioners and is to be used to guide the County government in benefiting from and being responsive to the changing population that provides both the County's workforce and its customer base.** ~~If we are to succeed, each of us must embrace the value of diversity as being critical to the achievement of our mission.~~ The more success-fully we are able to conduct our business in a diverse community the more diverse our presence must be in that community.

Diversity transcends race and gender, affirmative action and Equal Employment Opportunity. It means respecting and valuing differences, such as those based on age, disability, race, sex, religion, color, national origin, language, ethnicity, socio-economic status, sexual orientation, **gender identity, veteran's status**, and political beliefs. In order to collaborate successfully with the diverse communities we serve, the County must be cognizant and respectful of our differences both in the community and the worksite. Most importantly, all in the County must rethink our approach to diversity. No longer are such issues just matters of social policy or historical reciprocity. Diversity, and the respect and understanding of the integrity and worth of all cultures, peoples and lifestyles is today and will continue to be simply good business.

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~~2.390-2.386~~ Lane Manual **2.390-2.390**  
its funding decisions, and through its appointments to County boards, commissions and committees by:

(1) ~~(a)~~—ensuring that all County services, programs and activities are provided to its diverse communities in ways that are sensitive to and responsive to cultural differences, including accessibility for persons with disabilities;

(2) ~~(b)~~—ensuring that all County-funded services are provided, and funding decisions are made, in a manner that recognizes, addresses and is reflective of the cultural diversity of the communities served;

(3) ~~(c)~~—demonstrating a commitment to workplace diversity through implementation of affirmative action plans and development of cultural sensitivity and cultural competency among other employees; and,

(4) ~~(d)~~—ensuring that all County boards, commissions, and committees are reflective of the diversity of the Lane County population.

~~(2) The diversity policy contained in LM 2.390 is intended to be an expression of intent and aspiration on the part of the Lane County Board and is to be used to guide the County government in benefiting from and being responsive to the changing population that provides both the County's workforce and its customer base. It is not intended to be, nor shall it be used as a basis for anyone demanding a right or making a claim against Lane County or its employees. (Revised by Order No. 94-6-1-; Effective 6.1.94; 95-11-28-1, 11.28.95; 04-11-10-11; 11.10.04)~~