

From: [Phelan, Megan](#)
Subject: Required Training: EEO, Anti-Harassment & Non-Discrimination
Date: Wednesday, January 4, 2023 5:41:53 PM
Attachments: [1-2 EEO and Anti-Harassment and Non-Discrimination Policy 1.3.23.pdf](#)

Hello,

Our Personnel Policy 1-2, Equal Employment Opportunity, Anti-Harassment and Non-Discrimination has been updated. Please see attached.

This month we will provide a training on this updated Policy. This training is required for all regular and temporary status employees. Currently, we have three options for available training sessions:

Session #1 - January 12, from 2:00 pm – 4:00 pm, this training will be offered virtually. A meeting link will be sent out the morning of the training.

Session #2 - January 19, from 7:00 am – 9:00 am, in-person training at the Maintenance Operations Center in Willow Rooms A and B.

Session #3 - January 19, from 1:00 pm – 3:00 pm, in-person training at City Hall in the Council Chambers.

Please make sure to hold space on your calendar for one of these sessions. Note, that for the in-person meetings, space will be limited to the size of the room. If you're unable to make any of the training session options, we will have a recording of the training available for you to watch.

SUPERVISORS – Please be prepared to stay an additional 30 minutes for supplementary information relevant to those in a supervisory role.

All Personnel Policies, including this updated one, are listed on the [HR Department Private Pages](#) (you may need to refresh the page to see new content).

For questions about this policy, please feel free to contact me.

Department POC's – please make this information available to those employees without computer access.

Thank you,
Megan

Megan Phelan (she/her)
Assistant City Manager | City's Manager's Office
[City of Lake Oswego](#)
PO BOX 369 | 380 A Avenue | Lake Oswego OR 97034
503-635-0281

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