

House Concurrent Resolution 206

Sponsored by COMMITTEE ON RULES (at the request of Representative Julie Fahey, Representative Ron Noble)

SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure **as introduced**.

Modifies obligation to make conduct reports under rule. Directs Legislative Equity Officer to perform facial review on conduct reports and conduct complaints prior to investigation being undertaken. Provides exception. Provides that committee on conduct is to make recommendations on remedial measures to be imposed on partisan staff only if independent investigator has determined that rule violation has occurred. Extends time period committees on conduct have to conduct hearings, and to recommend and impose remedial measures on partisan staff. Expands numbers of alternates who serve on committees on conduct. Directs that complainants and identified impacted parties in matter be recused from service on committees on conduct when committee considers matter.

CONCURRENT RESOLUTION

Be It Resolved by the Legislative Assembly of the State of Oregon:

That Legislative Branch Personnel Rule 27, as amended and in effect on June 29, 2019, is further amended as follows:

Legislative Branch Personnel Rule 27: Safe, Respectful and Inclusive Workplace.

(1) Policy.

(a) The Legislative Branch is committed to promoting a respectful and inclusive environment in the State Capitol and in any setting in which conduct has the ability to create a Capitol environment that is intimidating, hostile or offensive, or may constitute conduct that amounts to retaliation for the making of a good-faith complaint under this rule or for participation in an investigation under this rule.

(b) The Legislative Branch is committed to providing a safe and respectful workplace and to taking proactive steps to improve its culture so that behavior from any source that has a negative impact on the workplace may be effectively reported and promptly addressed and resolved.

(c) The Legislative Branch is equally committed to protecting freedom of speech and expression, as guaranteed to all persons through the free expression protections of Article I, section 8, of the Oregon Constitution, and through the First Amendment to the United States Constitution, and the Legislative Branch recognizes that the constitutional protections guaranteeing freedom of speech and expression must be taken into account in determining the rights afforded to individuals in the State Capitol under this rule.

(d) The Legislative Branch emphasizes the importance of fostering an environment where all viewpoints are welcomed and respected, as disagreement does not equal harassment.

(e) Members of the Legislative Assembly and all Legislative Branch employees are expected to conduct themselves in a manner that is free of harassment and to discourage all harassment in the workplace and at professional meetings, seminars or at any event at which legislative business is conducted.

NOTE: Matter in **boldfaced** type in an amended section is new; matter *[italic and bracketed]* is existing law to be omitted. New sections are in **boldfaced** type.

1 (f) This rule is designed to provide options to those who are experiencing or observing harassing
 2 behavior, discriminatory behavior or other behavior prohibited by subsection (7) of this rule to seek
 3 information, report behaviors or file complaints to address and resolve concerns, while also:

4 (A) Enhancing options available to victims who seek to remain anonymous; and

5 (B) Ensuring that fundamental freedoms of speech and expression are protected as core values
 6 in the Legislative Branch.

7 (g) This rule is designed to provide options to those who are experiencing or observing harass-
 8 ing behavior, discriminatory behavior, retaliation or other behavior prohibited by subsection (8) of
 9 this rule to seek information, report behaviors or file complaints to address and resolve concerns,
 10 while also enhancing options available to victims who seek to remain anonymous.

11 (h) The Legislative Assembly intends the mandatory reporting obligations established under this
 12 rule to be a means by which the Legislative Branch will take action to address conduct prohibited
 13 by this rule, in the absence of a specific complaint about the conduct.

14 (2) Application.

15 (a) Any individual who experiences behavior prohibited by this rule or observes behavior in-
 16 consistent with this rule may use the reporting options described in subsections (10) to (12) of this
 17 rule.

18 (b) An appointing authority or a nonpartisan staff supervisor, including any member of the
 19 Legislative Assembly, shall report behavior prohibited by this rule by the means described in sub-
 20 section (11) of this rule. If the appointing authority or supervisor is making a report because an
 21 individual has disclosed to the appointing authority or supervisor that the individual may be expe-
 22 riencing conduct prohibited by this rule, the appointing authority or supervisor, as soon as practi-
 23 cable after receiving the disclosure, shall provide a copy of the materials described in Legislative
 24 Branch Personnel Rule 32 (4)(a)(B) to (D) to the individual making the disclosure.

25 (c) Any individual over whom the Legislative Branch may impose a remedy is an individual
 26 subject to the requirements of this rule, including but not limited to:

27 (A) Members of the Legislative Assembly;

28 (B) Legislative staff, interns, externs and volunteers;

29 (C) Lobbyists required to register under ORS 171.740;

30 (D) Contractors or employees of contractors who engage in business with the Legislative
 31 Branch;

32 (E) Employees of the State of Oregon who are not employees of the Legislative Branch; and

33 (F) Members of the public who are present in the State Capitol.

34 (3) Definitions.

35 (a) "Agency head" means the Legislative Administrator, the Legislative Counsel, the Legislative
 36 Equity Officer, the Legislative Fiscal Officer, the Legislative Policy and Research Director, the
 37 Legislative Revenue Officer and the Executive Director of the Commission on Indian Services.

38 (b) "Appointing authority" means the person who has authority in the interest of the employer
 39 to hire, transfer, suspend, lay off, promote, terminate or discipline an employee.

40 (c) "Caucus leader" means the Democratic or Republican leader of the Senate or the Democratic
 41 or Republican leader of the House of Representatives.

42 (d) "Caucus office" means the office of the Democratic or Republican leader of the Senate or the
 43 office of the Democratic or Republican leader of the House of Representatives.

44 (e) "Chamber" means the Senate or the House of Representatives.

45 (f) **"Complainant" means a person who has filed a conduct complaint under subsection**

1 **(12) of this rule.**

2 [(f)] (g) “Employee” means an employee who is performing services on behalf of the Legislative
3 Branch. “Employee” includes any intern, extern or volunteer who is affiliated with a Legislative
4 Branch office.

5 [(g)] (h) “Employee Services” means the division of Legislative Administration charged with
6 employment and human resources administration for the Legislative Branch.

7 [(h)] (i) “Human Resources Director” means the manager of Employee Services.

8 **(j) “Impacted party” means a person who is described in a conduct report made under**
9 **subsection (11) of this rule as one who has experienced behavior prohibited by this rule.**

10 [(i)] (k) “Independent investigator” or “investigator” means an investigator under contract pur-
11 suant to [section 6, chapter _____, Oregon Laws 2019 (Enrolled House Bill 3377) (as amended by
12 HB 3377-9 amendments)] **ORS 173.912**, who is available to perform or is performing an investigation
13 under this rule.

14 [(j)] (L) “Legislative Branch” means members and employees of the Legislative Assembly, the
15 parliamentary offices, Legislative Administration, the Legislative Counsel Office, the Legislative
16 Equity Office, the Legislative Fiscal Office, the Legislative Policy and Research Office, the Legisla-
17 tive Revenue Office and the Commission on Indian Services.

18 [(k)] (m) “Legislative Equity Officer” means the Legislative Equity Officer appointed under
19 [section 1, chapter _____, Oregon Laws 2019 (Enrolled House Bill 3377) (as amended by HB 3377-9
20 amendments)] **ORS 173.900** or an acting equity officer serving under **ORS 173.906** or section [3 or]
21 4, chapter [_____] **604**, Oregon Laws 2019 [(Enrolled House Bill 3377) (as amended by HB 3377-9
22 amendments)].

23 [(L)] (n) “Member of the Legislative Assembly” or “member” means a Senator or a Represen-
24 tative.

25 [(m)] (o) “Nonpartisan staff” means an employee of the parliamentary offices, Legislative Ad-
26 ministration, the Legislative Counsel Office, the Legislative Equity Office, the Legislative Fiscal
27 Office, the Legislative Policy and Research Office, the Legislative Revenue Office or the Commission
28 on Indian Services.

29 [(n)] (p) “Offsite process counselor” means a person unaffiliated with the Legislative Branch
30 who has entered into a contract with the Legislative Equity Officer under [section 14, chapter
31 _____, Oregon Laws 2019 (Enrolled House Bill 3377) (as amended by HB 3377-9 amendments)] **ORS**
32 **173.930**, to provide services described in subsection (10) of this rule.

33 [(o)] (q) “Parliamentarian” means the Secretary of the Senate or the Chief Clerk of the House
34 of Representatives.

35 [(p)] (r) “Parliamentary office” means the Office of the Secretary of the Senate or the Office of
36 the Chief Clerk of the House of Representatives.

37 [(q)] (s) “Partisan staff” means an employee working directly for a member of the Legislative
38 Assembly, an employee of a caucus office or an employee of the office of the Senate President or the
39 office of the Speaker of the House of Representatives.

40 [(r)] (t) “Protected class” means a classification established by law that offers protections to
41 members of the classification, including but not limited to:

- 42 (A) Sex;
- 43 (B) Race;
- 44 (C) Ethnicity;
- 45 (D) National origin;

- 1 (E) Age;
- 2 (F) Religion;
- 3 (G) Marital status;
- 4 (H) Sexual orientation;
- 5 (I) Gender identity or expression;
- 6 (J) Engaging in whistleblowing activity;
- 7 (K) Opposing an employer's actions when the employee reasonably believes the actions to be
- 8 unlawful;
- 9 (L) Taking leave from work for purposes protected by law, including but not limited to leave
- 10 under the Oregon Family Leave Act, the federal Family and Medical Leave Act or disability-related
- 11 leave;
- 12 (M) Injured worker status;
- 13 (N) Disability; or
- 14 (O) Veteran status.

15 [(s)] (u) "Respondent" means a person named in a conduct complaint made under subsection (12)

16 of this rule as engaging in behavior that is prohibited by this rule or a person who is the subject

17 of an investigation under subsection (14) of this rule to determine whether the person engaged in

18 behavior that is prohibited by this rule.

19 [(t)] (v) "Supervisor" means an employee of the Legislative Branch who manages or directs the

20 work of another employee of the Legislative Branch.

21 (4) Harassment and hostile work environment.

22 (a) An individual engages in harassment by engaging in verbal or physical conduct, including

23 making a visual display or causing a visual display to be shown, that denigrates or shows hostility

24 toward a protected class or toward an individual because of the individual's status as a member of

25 a protected class. Examples of harassment may include, but are not limited to:

- 26 (A) Name-calling, slurs or stereotyping;
- 27 (B) Threatening, intimidating or hostile acts that relate to a protected class;
- 28 (C) Belittling, demeaning or humiliating a person or group of persons because of a protected
- 29 class; or
- 30 (D) Displaying written or graphic material that is described in subparagraphs (A) to (C) of this
- 31 paragraph.

32 (b) Harassment does not include every minor annoyance or disappointment that an employee

33 may encounter in the course of performing the employee's job.

34 (c) An individual creates a hostile work environment by engaging in behavior that is unwelcome

35 and is so severe or pervasive that it either affects a person's ability to function in the workplace

36 or denies a person the benefits of the workplace.

37 (5) Sexual harassment.

38 (a) An individual engages in sexual harassment when the individual engages in unwelcome con-

39 duct of a sexual nature, including but not limited to sexual advances, requests for sexual favors,

40 sexual comment, unwanted or offensive touching or physical contact, unwanted closeness, impeding

41 or blocking movement, sexual gesture, sexual innuendo, sexual joke, sexually charged language, in-

42 timate inquiry, persistent unwanted courting, sexist insult, gender stereotype, or other verbal or

43 physical conduct of a sexual nature, if:

- 44 (A) Submission to the conduct is made either explicitly or implicitly a term or condition of a
- 45 person's employment;

1 (B) A person expressly or by implication conveys that declining to submit to the conduct will
2 affect an individual's job, leave request, benefits, business before the Legislative Assembly, influence
3 or opportunity of the individual to engage professionally with the Legislative Assembly, its members
4 or staff; or

5 (C) The unwelcome conduct has the purpose or effect of unreasonably interfering with a person's
6 job performance, or creates a work environment that a reasonable person would find intimidating,
7 hostile or offensive. For purposes of this rule, "unwelcome conduct" means conduct that an indi-
8 vidual does not incite or solicit and that the individual regards as undesirable or offensive. An in-
9 dividual may withdraw consent to conduct that was previously welcomed, though a withdrawal of
10 consent must be communicated to the person for whom consent is being withdrawn.

11 (b) Sexual harassment includes but is not limited to:

12 (A) Unwanted sexual advances, flirtations or propositions.

13 (B) Demands for sexual favors in exchange for favorable treatment or continued employment.

14 (C) Sexual jokes.

15 (D) Verbal abuse of a sexual nature.

16 (E) Verbal commentary about the body, sexual prowess or sexual deficiency of an individual.

17 (F) Leering, whistling, touching or physical assault.

18 (G) Using sexually suggestive, insulting or obscene comments or gestures.

19 (H) Displaying sexually suggestive objects or pictures.

20 (I) Sending or forwarding electronic mail or other communications of an offensive or graphic
21 sexual nature.

22 (J) Discriminatory treatment based on sex.

23 (c) Sexual harassment includes any conduct described in subsection (4) of this rule that is based
24 on sex.

25 (6) Retaliation.

26 (a) A person engages in retaliation if the person treats another individual less favorably because
27 the individual made a good-faith complaint about conduct prohibited by this rule or participated in
28 an investigation about conduct that is prohibited by this rule.

29 (b) A person engages in retaliation if the person treats another individual less favorably because
30 that individual engaged in a process described in this rule or implemented one or more provisions
31 of this rule.

32 (c) A person engages in retaliation if the person treats another individual less favorably because
33 the individual made a good-faith complaint or took other action to address conduct prohibited in any
34 respectful workplace policy adopted by the Joint Committee on Conduct under [section 1, chapter
35 _____, Oregon Laws 2019 (Enrolled House Bill 3377) (as amended by HB 3377-9 amendments)] **ORS**
36 **173.900**, or this rule.

37 (7) Examples.

38 (a) The Legislative Equity Officer shall develop and propose to the Joint Committee on Conduct
39 examples of what constitutes harassment, a hostile work environment, sexual harassment and retal-
40 iation under this rule. The committee shall approve, modify or reject proposed examples presented
41 to the committee.

42 (b) The Legislative Equity Officer shall maintain and publish examples of what constitutes
43 harassment, a hostile work environment, sexual harassment and retaliation that have been approved
44 by the committee under this subsection.

45 (8) Prohibitions.

1 The Legislative Branch prohibits conduct that:

2 (a) Constitutes harassment and creates a hostile work environment;

3 (b) Constitutes sexual harassment and creates a hostile work environment;

4 (c) Constitutes an unlawful practice that aids or abets discrimination in a place of public ac-
5 commodation under the laws of the state; or

6 (d) Is retaliation.

7 (9) Reporting options and follow-up.

8 (a) In order to encourage participation and effectiveness, this rule establishes three options for
9 reporting behavior prohibited by this rule:

10 (A) A confidential disclosure process described in subsection (10) of this rule;

11 (B) A conduct reporting process described in subsection (11) of this rule; and

12 (C) A conduct complaint process described in subsection (12) of this rule.

13 (b) In each case of a disclosure, report or complaint made under this rule, the Legislative Equity
14 Officer or the independent investigator, whichever is appropriate, shall follow up with the individual
15 who experienced, or believes they experienced, conduct prohibited by this rule, at least once every
16 three months for the year following the disclosure, report or complaint, to determine whether the
17 alleged prohibited conduct has stopped and to determine whether the individual has experienced
18 retaliation. The officer or investigator shall give the individual written notice at the outset of the
19 follow-up period that follow-up described in this paragraph will occur unless the individual requests
20 in writing that the officer or investigator not follow up.

21 (10) Confidential disclosure process.

22 (a) Any individual who experiences behavior prohibited by this rule or observes behavior that
23 is inconsistent with this rule may make a confidential disclosure reporting the behavior to the
24 Legislative Equity Officer or an offsite process counselor.

25 (b) Information reported to the Legislative Equity Officer or offsite process counselor, records
26 created by the officer or counselor and the identity of the individual making a disclosure under this
27 subsection are confidential and may not be disclosed by the officer or counselor, except that the
28 officer or counselor:

29 (A) May disclose information if the officer or counselor reasonably concludes that a threat of
30 immediate physical harm or other harm described in ORS 40.252 would exist if the disclosure were
31 not made;

32 (B) Shall disclose information if required by law;

33 (C) May disclose nonpersonally identifiable data to facilitate the Legislative Branch's identifi-
34 cation of training and coaching needs; and

35 (D) May disclose nonpersonally identifiable information to an individual who has made a confi-
36 dential disclosure under this subsection for the purpose of encouraging the individual to make a
37 conduct report under subsection (11) of this rule or a conduct complaint under subsection (12) of this
38 rule.

39 (c) Notwithstanding paragraph (b) of this subsection:

40 (A) The Legislative Equity Officer may disclose nonpersonally identifiable information in the
41 course of performing corrective coaching for an individual subject to the requirements of this rule.

42 (B) The Legislative Equity Officer or offsite process counselor may not disclose information or
43 records to an independent investigator, except that nonpersonally identifiable information may be
44 disclosed to facilitate the taking of any action that is consistent with this rule and with the princi-
45 ples of the Due Process Clause of the United States Constitution.

1 (d) As an initial matter when an individual seeks to make a confidential disclosure under this
2 subsection, the Legislative Equity Officer or offsite process counselor shall:

3 (A) Explain the availability or lack of availability of any privilege that would permit the indi-
4 vidual seeking to make a confidential disclosure under this subsection to refuse to disclose, and to
5 prevent any other person from disclosing, confidential communications and records; and

6 (B) Ask whether the individual making a confidential disclosure under this subsection needs one
7 or more safety measures described in subsection (13) of this rule put in place.

8 (e) When an individual makes a confidential disclosure under this subsection, the Legislative
9 Equity Officer or offsite process counselor:

10 (A) Shall advise the individual making the disclosure of other options that are available to ad-
11 dress the conduct, including conduct reports under subsection (11) of this rule, conduct complaints
12 under subsection (12) of this rule, interim safety measures under subsection (13) of this rule, state
13 and federal administrative options with the Bureau of Labor and Industries and the Equal Employ-
14 ment Opportunity Commission of the United States, law enforcement or the civil judicial process;

15 (B) In the case of an individual making the disclosure being affiliated with an institution that
16 is subject to Title IX of the Education Amendments Act of 1972, 20 U.S.C. 1681 to 1688, as amended,
17 shall advise the individual of the Title IX reporting process and provide applicable institution con-
18 tact information and information on the resources available at the institution;

19 (C) Shall explain the availability of employee assistance program counselors and other available
20 service providers and may refer the individual making a disclosure under this subsection to a
21 counselor or other provider, as appropriate; and

22 (D) Shall explain the actions that the officer or counselor may take following a disclosure made
23 under this subsection and due process and other rights that limit the scope of actions that may be
24 taken following a disclosure under this subsection, including possible limitations on the availability
25 of safety measures.

26 (f) If requested by an individual making a disclosure under this subsection, the Legislative Eq-
27 uity Officer or offsite process counselor shall refrain from making a confidential record of the
28 identity of the individual making the disclosure. The officer or counselor shall explain the avail-
29 ability of this option to any individual making a disclosure under this subsection.

30 (g)(A) The Legislative Equity Officer, on or before July 1, 2020, shall establish a means for in-
31 dividuals to make disclosures under this subsection that are entirely anonymous, so that the Legis-
32 lative Equity Officer or offsite process counselor cannot determine the identity of the individual
33 making a disclosure using means described in this paragraph.

34 (B) In the event of an anonymous disclosure made under this paragraph, paragraphs (d), (e) and
35 (f) of this subsection do not apply.

36 (h) If the Legislative Equity Officer or offsite process counselor receives information concerning
37 conduct that is inconsistent with a respectful workplace policy adopted by the Joint Committee on
38 Conduct but that does not rise to the level of creating a hostile work environment or violating
39 public accommodation law, the officer shall refer the reporter to the Human Resources Director.

40 (11) Conduct reports.

41 (a) Any individual who experiences behavior prohibited by this rule or observes behavior that
42 is inconsistent with this rule may make a nonconfidential report of the behavior under this sub-
43 section within five years of the date the behavior occurred. A report made under this subsection
44 shall be referred to as a conduct report.

45 (b) An appointing authority, including any member of the Legislative Assembly, shall promptly

1 make a conduct report under this subsection if they have received information that they reasonably
 2 believe describes behavior that may be prohibited by this rule, have observed behavior that they
 3 reasonably believe may be prohibited by this rule or in any way have knowledge of behavior that
 4 they reasonably believe may be prohibited by this rule.

5 (c) A nonpartisan staff supervisor shall promptly make a conduct report under this subsection
 6 if they have received information that they reasonably believe describes behavior that may be pro-
 7 hibited by this rule, have observed behavior that they reasonably believe may be prohibited by this
 8 rule or in any way have knowledge of behavior that they reasonably believe may be prohibited by
 9 this rule.

10 (d) A Legislative Branch contractor, or an employee of a contractor, that is contractually obli-
 11 gated to do so, shall promptly make a conduct report under this subsection if they have information
 12 that they received a report of conduct prohibited by this rule, have observed behavior prohibited
 13 by this rule or in any way have knowledge of behavior prohibited by this rule.

14 (e) Notwithstanding paragraphs (a) to (d) of this subsection[,]:

15 (A) If a reporter is required to make a conduct report under this subsection but is also the
 16 person experiencing behavior prohibited by this rule, the person may make a confidential disclosure
 17 under subsection (10) of this rule that satisfies the requirements of reporting under this subsection.

18 (B) **An individual is not required to make a conduct report under this subsection if the**
 19 **individual would be the subject of the report.**

20 (f) A conduct report made under this subsection shall be made to:

21 (A) An independent investigator;

22 (B) The Legislative Equity Officer;

23 (C) The Human Resources Director; or

24 (D) Staff of Employee Services who have been designated by the Human Resources Director to
 25 receive conduct reports made under this subsection.

26 (g) A reporter may make a conduct report in any form and using any means. However, the Joint
 27 Committee on Conduct established under [section 1, chapter _____, Oregon Laws 2019 (Enrolled
 28 House Bill 3377) (as amended by HB 3377-9 amendments)] **ORS 173.900**, shall establish uniform
 29 recordkeeping processes applicable to the Legislative Equity Officer and Employee Services to en-
 30 sure that conduct reports made under this subsection are adequately documented.

31 (h) A conduct report made under this subsection that is received by [*the Legislative Equity Of-*
 32 *ficer*] **an independent investigator**, Employee Services or the Human Resources Director shall be
 33 forwarded to [*the independent investigator*] **the Legislative Equity Officer**.

34 (i) The [*independent investigator*] **Legislative Equity Officer** shall review all conduct reports
 35 [*that the investigator receives*] **received** under this subsection to determine whether the reported
 36 conduct, when taken on its face, could be prohibited by this rule. If the [*investigator*] **officer** de-
 37 termines that an investigation is warranted, an investigation as described in subsection (14) of this
 38 rule shall be undertaken. **The officer may, in the officer's discretion, ask the independent in-**
 39 **vestigator to determine whether the reported conduct, when taken on its face, could be**
 40 **prohibited by this rule. The** [*and the investigator or the Legislative Equity*] officer shall provide the
 41 [*person who is reported to be experiencing the conduct*] **impacted party** with information on available
 42 resources, including resources described in subsection (10)(e)(B) and (C) of this rule. If the **officer**
 43 **or** investigator determines that the reported conduct, on its face, is not conduct prohibited by this
 44 rule, the [*investigator*] **officer** may:

45 (A) Engage in specific coaching of individuals to eliminate any uncertainty over appropriate

1 workplace behavior;

2 *[(B) Confer with and recommend that the Legislative Equity Officer provide additional training to*
3 *address reported circumstances;]*

4 *[(C)] (B) Confer with and make recommendations to the appropriate appointing authority or*
5 *legislative leader to facilitate training or guidance being given to address reported circumstances;*
6 *or*

7 *[(D)] (C) Take any other action that is warranted to achieve the policies established under these*
8 *rules.*

9 (12) Conduct complaints.

10 (a) Any person who experiences behavior prohibited by this rule or observes behavior that is
11 inconsistent with this rule may make a complaint under this subsection within five years after the
12 date the behavior occurred. A complaint made under this subsection shall be referred to as a con-
13 duct complaint.

14 (b) A conduct complaint must:

15 (A) Be in writing;

16 (B) Identify the complainant and the person being accused of engaging in conduct prohibited by
17 this rule;

18 (C) Set forth the facts and circumstances that the complainant believes describe conduct that
19 is prohibited by this rule; and

20 (D) Be made in a declaration under penalty of perjury that is satisfied when the declarant signs
21 the complaint immediately under a sentence that states, "I hereby declare that the above statement
22 is true to the best of my knowledge and belief, and that I understand it is made for use as evidence
23 in proceedings under Legislative Branch Personnel Rule 27 and is subject to penalty for perjury."

24 (c) A conduct complaint shall be delivered to the Legislative Equity Officer[, *who shall convey*
25 *the complaint to]* **or** an independent investigator[, *except that a conduct complaint may be delivered*
26 *by the complainant directly to the independent investigator*]. **If the complaint is delivered to an in-**
27 **dependent investigator, the investigator shall deliver a copy of the complaint to the officer.**

28 (d) The [*independent investigator*] **Legislative Equity Officer** shall promptly examine the con-
29 duct complaint and determine if the complaint meets the requirements of paragraph (b) of this sub-
30 section. If the complaint does not meet the requirements of paragraph (b) of this subsection, the
31 investigator shall request the complainant to supplement the complaint. A complaint that does not
32 meet the requirements of paragraph (b) of this subsection may not be the subject of an investigation
33 under subsection (14) of this rule.

34 (e) **The Legislative Equity Officer shall review all conduct complaints received under this**
35 **subsection to determine whether the reported conduct, when taken on its face, could be**
36 **prohibited by this rule. If the officer determines that an investigation is warranted, an in-**
37 **vestigation as described in subsection (14) of this rule shall be undertaken. The officer may,**
38 **in the officer's discretion, ask the independent investigator to determine whether the re-**
39 **ported conduct, when taken on its face, could be prohibited by this rule. The officer shall**
40 **provide the complainant with information on available resources, including resources de-**
41 **scribed in subsection (10)(e)(B) and (C) of this rule. If the officer or investigator determines**
42 **that the reported conduct, on its face, is not conduct prohibited by this rule, the officer may:**

43 (A) **Engage in specific coaching of individuals to eliminate any uncertainty over appro-**
44 **priate workplace behavior;**

45 (B) **Confer with and make recommendations to the appropriate appointing authority or**

1 **legislative leader to facilitate training or guidance being given to address reported circum-**
2 **stances; or**

3 **(C) Take any other action that is warranted to achieve the policies established under**
4 **these rules.**

5 **[(e)] (f) After a determination under paragraphs (d) and (e) of this subsection that an in-**
6 **vestigation is warranted,** the independent investigator shall promptly:

7 (A) Deliver a copy of the conduct complaint to the person accused of engaging in behavior
8 prohibited by this rule, who shall thereafter be the respondent; and

9 (B) If the respondent:

10 (i) Is a member of the Legislative Assembly, deliver a copy of the complaint to the caucus leader
11 of the caucus in which the member serves;

12 (ii) Is a caucus leader, deliver a copy of the complaint to the presiding officer of the chamber
13 in which the caucus leader serves and to a member who is in an elected leadership position of the
14 caucus in which the caucus leader serves;

15 (iii) Is a Legislative Branch employee in either a partisan or nonpartisan staff position, deliver
16 a copy of the complaint to the appointing authority for the respondent;

17 (iv) Is an agency head, deliver a copy of the complaint to the presiding officers;

18 (v) Is a parliamentarian, deliver a copy of the complaint to the presiding officer of the chamber
19 in which the parliamentarian serves; and

20 (vi) Is a registered lobbyist, executive or judicial branch employee, employee of a contractor or
21 a member of the public, deliver a copy of the complaint to the Legislative Administrator.

22 **[(f)] (g) The [independent investigator shall promptly provide, or shall ensure that the] Legislative**
23 **Equity Officer [provides,] shall provide** the complainant with information on available resources,
24 including resources described in subsection (10)(e)(B) and (C) of this rule.

25 **[(g)] (h) Upon delivery of the conduct complaint as prescribed in paragraph (f) of this sub-**
26 **section,** the independent investigator shall promptly begin the investigation described in subsection
27 (14) of this rule and recommend any necessary interim safety measures as described in subsection
28 (13) of this rule.

29 (13) Interim safety measures.

30 (a) Upon receipt of a conduct report made under subsection (11) of this rule or a conduct com-
31 plaint made under subsection (12) of this rule, or at any time during the course of an investigation,
32 the independent investigator may determine that an interim safety measure needs to be implemented
33 to ensure the safety of the complainant or any other individual who has experienced behavior that
34 is prohibited by this rule or who may reasonably be foreseen as at risk of being subjected to be-
35 havior that is prohibited by this rule. The Legislative Equity Officer or an offsite process counselor
36 may also recommend an interim safety measure if interim safety measures are sought by an indi-
37 vidual making a confidential disclosure under subsection (10) of this rule. The investigator, officer
38 or counselor may recommend any interim safety measure that they determine is appropriate to the
39 situation, including but not limited to:

40 (A) Temporary reassignment of the respondent;

41 (B) Alternative work location for the respondent, including being duty-stationed at home;

42 (C) Establishing a no contact order;

43 (D) Placing the respondent on paid or unpaid leave and prohibiting the respondent from being
44 present in the workplace or the State Capitol;

45 (E) Directing the respondent to be absent from the State Capitol until the investigation is com-

1 plete; or

2 (F) In severe situations, involving law enforcement.

3 (b) Any interim safety measure that is recommended or that is implemented may not prejudice
4 a complainant or put a complainant in a worse position than the complainant was in before the
5 complaint was made.

6 (c)(A) Any interim safety measure that is imposed may not unlawfully impair any lawful rights
7 an accused person may exercise.

8 (B) Any interim safety measure that is imposed on a member of the Legislative Assembly must
9 be narrowly tailored to minimize limitations on the member's ability to perform core legislative
10 functions and to address immediate safety concerns, and an interim safety measure may not be im-
11 posed until after the member is given notice of the proposed interim safety measure and an oppor-
12 tunity to be heard by the applicable chamber committee on conduct.

13 (d) If the respondent is a member of the Legislative Assembly:

14 (A) The committee on conduct of the chamber in which the respondent serves is authorized to
15 impose an interim safety measure on the respondent that lasts no longer than until the complaint
16 is resolved;

17 (B) The independent investigator shall report the investigator's interim safety recommendation
18 and the reasons for the recommendation to the respondent, to the committee and to the presiding
19 officer of the chamber; and

20 (C) The committee shall promptly deliberate on the recommendation and shall adopt such in-
21 terim safety measures that the committee determines are appropriate. For purposes of conducting
22 a hearing to deliberate on interim safety measures under this paragraph, the committee hearing need
23 only comply with one-hour notice requirements.

24 (e) If the respondent is not a member of the Legislative Assembly, the independent investigator
25 shall make the investigator's interim safety recommendation:

26 (A) In the case of a respondent who is a Legislative Branch employee in either a partisan or
27 nonpartisan staff position, to the employee's appointing authority.

28 (B) In the case of a respondent who is a State of Oregon employee but not a Legislative Branch
29 employee, to the employee's agency director and the Legislative Administrator.

30 (C) In the case of a respondent who is a lobbyist, employee of a contractor or member of the
31 public, to the Legislative Administrator.

32 (f) The person who receives the independent investigator's interim safety recommendation made
33 under paragraph (e) of this subsection shall act promptly on the recommendation.

34 (g) The Legislative Equity Officer or an offsite process counselor that has received a confiden-
35 tial disclosure under subsection (10) of this rule may recommend interim safety measures under this
36 subsection if requested by the individual making a disclosure under subsection (10) of this rule, ex-
37 cept that the interim safety measure may not:

38 (A) Identify the individual making the confidential disclosure without the consent of the indi-
39 vidual; or

40 (B) Penalize or place the person who is the subject of the disclosure in a worse position than
41 before the disclosure was made.

42 (14) Investigations.

43 (a) As soon as is practicable after [*adoption of this rule and chapter _____, Oregon Laws 2019*
44 (*Enrolled House Bill 3377*) (*as amended by HB 3377-9 amendments*)] **July 23, 2019**, the Joint Com-
45 mittee on Conduct shall:

1 (A) Adopt standards and criteria for the selection of an independent investigator unaffiliated
2 with the Legislative Branch, and the Legislative Equity Officer shall maintain a list of potential
3 independent investigators who meet the standards and criteria established by the committee; and

4 (B) Direct the Legislative Equity Officer to enter into one or more contracts with individuals
5 who meet the standards and criteria established by the committee, to serve as an independent in-
6 vestigator under this rule.

7 (b) An investigation that is to be conducted under this subsection shall be conducted promptly
8 and shall be completed as soon as is practicable. The investigation must be completed within 84 days
9 from the date the complaint is made, except that the Legislative Equity Officer may extend the time
10 by which the investigation must be completed if the independent investigator provides advance no-
11 tice to the complainant and the respondent of the extension and an explanation justifying the ex-
12 tension.

13 (c) The independent investigator shall keep the complainant and the respondent apprised of the
14 investigation timeline and the status of the investigation at the outset of an investigation, on a
15 regular basis thereafter and upon request of the complainant or respondent.

16 (d)(A) The independent investigator shall use best practices in conducting the investigation and
17 shall make findings of fact relevant to the allegations. The investigator shall prepare draft written
18 findings of fact at least eight days before the investigation must be concluded under paragraph (b)
19 of this subsection and shall provide the draft written findings to the complainant and the respondent.

20 (B) If the respondent is someone other than a member of the Legislative Assembly, the draft
21 written findings shall also contain a proposed finding of whether one or more violations of this rule
22 occurred.

23 (C) The complainant and the respondent may give responses to the draft written findings to the
24 investigator within seven days of receiving the draft.

25 (D) The independent investigator shall consider responses supplied under subparagraph (C) of
26 this paragraph and shall prepare a final report that sets forth the investigator's findings of fact. If
27 the respondent is someone other than a member of the Legislative Assembly, the final report should
28 also include a determination by the investigator of whether the facts constitute a violation of this
29 rule.

30 (e)(A) If a member of the Legislative Assembly is the respondent, the independent investigator
31 shall deliver the final report to the complainant, the respondent, **the Legislative Equity Officer**
32 and the committee on conduct for the chamber in which the respondent serves on or before the date
33 established under paragraph (b) of this subsection for the completion of the investigation.

34 (B) The complainant and the respondent may each submit to the appropriate committee on
35 conduct a written challenge to the factual findings set forth in the final report within seven days
36 of receipt of the report. A challenge must identify the factual findings that are the subject of the
37 challenge and articulate the reason those findings are in error.

38 (C) The committee on conduct shall conduct a hearing on the allegations made in the complaint
39 and the investigator's final report within [14] **21** days of receiving the report from the investigator.
40 The committee shall permit the complainant and the respondent to appear, present documents and
41 physical evidence and suggest witnesses. The committee may determine to hear witnesses, but only
42 committee members may question witnesses.

43 (D) At the hearing or a subsequent hearing, the committee on conduct shall deliberate and:

44 (i) Make a final determination of facts;

45 (ii) Make a final determination of whether the facts constitute a violation of this rule; and

1 (iii) If the determination is that a violation of this rule occurred, prescribe or recommend remedies as described in subsection (15) of this rule.

2 (f) If a member of the Legislative Assembly is the respondent and irrevocably resigns the
3 member's office at any time after the conduct complaint is made, the investigation described in this
4 subsection and the committee on conduct hearing and final committee determinations described in
5 paragraph (e) of this subsection shall nevertheless take place.

6 (g)(A) If someone other than a member of the Legislative Assembly is the respondent, the independent
7 investigator shall deliver the final report, including proposed findings of violations, to the
8 complainant, the respondent and:

9 (i) In the case of a respondent who is a Legislative Branch employee in a nonpartisan staff position,
10 to the respondent's appointing authority.

11 (ii) In the case of a respondent who is a Legislative Branch employee in a partisan staff position
12 **and if the investigator determined that a violation of the rule had occurred**, to the
13 respondent's appointing authority and to the committee on conduct of the chamber with which the
14 employee is affiliated.

15 (iii) In the case of a respondent who is a State of Oregon employee but not a Legislative Branch
16 employee, to the Legislative Administrator and the respondent's agency director.

17 (iv) In the case of a respondent who is a lobbyist, employee of a contractor or member of the
18 public, to the Legislative Administrator.

19 (v) **In all instances, to the Legislative Equity Officer.**

20 (B) A nonpartisan staff appointing authority who receives the independent investigator's final
21 report under subparagraph (A)(i) of this paragraph, or the Legislative Administrator upon receiving
22 the independent investigator's final report under subparagraph (A)(iii) or (iv) of this paragraph, shall
23 determine remedial measures described in subsection (15) of this rule within 14 days of receiving the
24 investigator's final report.

25 (C) The appropriate committee on conduct that receives the independent investigator's final report
26 under subparagraph (A)(ii) of this paragraph shall, **if the investigator determined that a violation
27 of the rule had occurred**, make a recommendation on remedial measures described in
28 subsection (15) of this rule to the supervising member of the Legislative Assembly within [*seven*] 14
29 days of receiving the investigator's final report. The supervising member of the Legislative Assembly
30 shall consider the recommendations and make a final determination on the remedial measures within
31 [14] **21** days of receiving the investigator's final report.

32 (15) Remedial measures.

33 (a) In a case where the respondent is a member of the Legislative Assembly and the appropriate
34 committee on conduct has made a determination under subsection (14)(e) of this rule that a violation
35 of this rule has occurred, the committee shall impose any remedy that is sufficient to reprimand the
36 member and deter future conduct that violates the rule, including but not limited to a reprimand,
37 monetary fine or other remedy that the committee determines is appropriate under the circumstances,
38 except that:

39 (A) If the committee recommendation is to expel the member, the committee shall report that
40 recommendation to the full chamber, which shall act on that recommendation at its earliest opportunity;
41 and

42 (B) If the committee recommendation is to remove the member from one or more committees to
43 which the member is assigned, the committee shall report that recommendation to the presiding officer
44 of that chamber.

1 (b)(A) In a case where the respondent is a Legislative Branch employee in a nonpartisan staff
2 position, the appointing authority, in consultation with the Human Resources Director, shall deter-
3 mine an appropriate remedy that is consistent with the independent investigator's determination
4 that the respondent violated the requirements of this rule.

5 (B) The respondent may appeal the investigator's final report or any remedial measure imposed
6 under this paragraph after the report has been delivered to the appointing authority but no later
7 than seven days after the imposition of remedial measures under this subsection, except that any
8 appeal must be based only on:

9 (i) Newly discovered evidence that was not taken into account by the investigator;

10 (ii) A claim of process error that is being asserted by the appellant; or

11 (iii) A claim that the investigator or the person or committee that imposed a remedy acted with
12 bias.

13 (C) The appeal may be made to the Joint Committee on Conduct.

14 (c)(A) In a case where the respondent is a Legislative Branch employee in a partisan staff po-
15 sition, the committee on conduct of the chamber with which the employee is affiliated shall, **if the**
16 **investigator determined that a violation of the rule had occurred**, make a recommendation on
17 an appropriate remedy consistent with the independent investigator's determination that the re-
18 spondent violated the requirements of this rule. The committee's recommendation shall be made to
19 the member of the Legislative Assembly for whom the respondent works.

20 (B) The member shall determine the appropriate remedy within the time prescribed in subsection
21 (14)(g)(C) of this rule and shall notify the Legislative Equity Officer upon making the determination.

22 (C) If the Legislative Equity Officer determines that no remedial measures were imposed under
23 subparagraph (B) of this paragraph or that the remedial measures imposed were substantially dif-
24 ferent from the remedial measures recommended by the committee, the officer shall notify the com-
25 mittee of the disparity. The committee may hold a hearing and may impose a remedy.

26 (D) The respondent may appeal the investigator's final report or the remedial measure imposed
27 under this paragraph to the committee on conduct with which the respondent is associated within
28 seven days after the remedial measure is imposed, except that any appeal must be based only on a
29 claim described in paragraph (b)(B) of this subsection.

30 (d)(A) In a case where the respondent is a lobbyist, employee of a contractor or other person
31 who is present in the State Capitol for professional or work reasons, or is a member of the public,
32 and the independent investigator's final report determines that a violation of this rule has occurred,
33 the Legislative Administrator shall determine an appropriate remedy that is consistent with the
34 investigator's determination. The respondent may appeal the investigator's final report or the rem-
35 edy determined by the Legislative Administrator to the co-chairs of the Legislative Administration
36 Committee within seven days of the Legislative Administrator's determination, except that any ap-
37 peal must be based only on a claim described in paragraph (b)(B) of this subsection.

38 (B) If the respondent is a lobbyist, employee of a contractor or other person who is present in
39 the State Capitol for professional or work reasons, the Legislative Administrator shall provide no-
40 tice of the proposed remedy under this paragraph to the respondent and the respondent's employer
41 within 14 days of receiving the final report from the investigator. If the respondent is a lobbyist who
42 is a member of an association of professional lobbyists, the Legislative Administrator shall also
43 provide notice of the proposed remedy to the association.

44 (C) The Legislative Administrator may modify the proposed remedy at any time until 28 days
45 after receipt of the investigator's final report, but thereafter the proposed remedy is final.

1 (e) In addition to the follow up described in subsection (9)(b) of this rule, the Legislative
2 Equity Officer shall engage in final process counseling with an impacted party as soon as is
3 practicable after:

4 (A) A determination is made under subsection (14) that no violation of this rule occurred;
5 or

6 (B) A final determination is made under this subsection concerning the imposition of
7 remedies.

8 (16) Confidentiality and transparency.

9 (a) The independent investigator undertaking an investigation under subsection (14) of this rule
10 and the Legislative Equity Officer shall provide as much privacy as possible during the course of
11 an investigation.

12 (b) The independent investigator and the Legislative Equity Officer shall maintain all records
13 and information about an investigation confidentially, except that:

14 (A) The investigator may disclose the fact of the investigation and any relevant details of the
15 investigation to the appointing authority of the complainant and the respondent and the Joint
16 Committee on Conduct, if the investigator determines there is a legitimate need to disclose the in-
17 formation; and

18 (B) In the case of a respondent who is a member of the Legislative Assembly, the investigator
19 may disclose the fact of the investigation and any relevant details of the investigation to the person
20 to whom the conduct complaint was delivered under subsection [(12)(e)(B)] (12)(f)(B) of this rule.

21 (c) A conduct complaint made under subsection (12) of this rule is disclosable upon being made
22 under subsection (12) of this rule, but all records relating to an ongoing investigation under sub-
23 section (14) of this rule shall be maintained in confidence.

24 (d) Records and information of the independent investigator and the Legislative Equity Officer
25 shall be exempt from disclosure as prescribed under applicable law, except that, also as prescribed
26 under applicable law:

27 (A) A conduct complaint made under subsection (12) of this rule is disclosable when requested;

28 (B) Records relating to a member of the Legislative Assembly following a conduct complaint
29 being made concerning the member are subject to disclosure after the fact-finding investigation has
30 concluded, even if a legislative committee has not yet met or deliberated on the investigation's
31 findings; and

32 (C) Records relating to an investigation of allegations of conduct prohibited by legislative
33 branch personnel rules and not described in subparagraph (A) or (B) of this paragraph are subject
34 to disclosure upon a determination being made that the person who was the subject of the investi-
35 gation is subject to remedial measures or discipline.

36 (17) Establishment of committees on conduct.

37 (a)(A) The Senate Committee on Conduct is established, consisting of four Senators and [two]
38 **six** alternates. Two Senators and [one alternate] **three alternates** must be from the majority party
39 and two Senators and [one alternate] **three alternates** must be from the minority party. Each Sen-
40 ator must be approved by majority vote of the Senate to serve on the committee or to serve as an
41 alternate, following being nominated by any Senator. The majority and minority caucus leaders shall
42 each nominate at least one Senator to serve as a committee member from their caucus.

43 (B) The Senate Committee on Conduct shall perform those functions assigned by this rule to
44 carry out the purposes of Article IV, section 15, of the Oregon Constitution, for the Senate.

45 (C) The Senate shall appoint members of the Senate Committee on Conduct within 15 days after

1 the date of the convening of an organizational session of the odd-numbered year regular session of
 2 the Legislative Assembly, as soon as practicable after a vacancy occurs or as soon as practicable
 3 after this rule takes effect.

4 (b)(A) The House Committee on Conduct is established, consisting of four Representatives and
 5 ~~[two]~~ **six** alternates. Two Representatives and ~~[one alternate]~~ **three alternates** must be from the
 6 majority party and two Representatives and ~~[one alternate]~~ **three alternates** must be from the mi-
 7 nority party. Each Representative must be appointed by majority vote of the House of Represen-
 8 tatives to serve on the committee or to serve as an alternate, following being nominated by any
 9 Representative. The majority and minority caucus leaders shall each nominate at least one Repre-
 10 sentative to serve as a committee member from their caucus.

11 (B) The House Committee on Conduct shall perform those functions assigned by this rule to
 12 carry out the purposes of Article IV, section 15, of the Oregon Constitution, for the House of Rep-
 13 resentatives.

14 (C) The House of Representatives shall appoint members of the House Committee on Conduct
 15 within 15 days after the date of the convening of an organizational session of the odd-numbered year
 16 regular session of the Legislative Assembly, as soon as practicable after a vacancy occurs or as soon
 17 as practicable after this rule takes effect.

18 (c) The members of the Senate Committee on Conduct and the members of the House Committee
 19 on Conduct shall together comprise the Joint Committee on Conduct. The Joint Committee on Con-
 20 duct shall perform the duties assigned to the joint committee under chapter [_____] **604**, Oregon
 21 Laws 2019 [*Enrolled House Bill 3377*] (*as amended by HB 3377-9 amendments*), or this rule.

22 (d)(A) When a member of a committee on conduct is named as a respondent under this rule, the
 23 member may not serve as a member of the committee or as a member of the joint committee until
 24 the matter is resolved.

25 **(B) When a member of a committee on conduct is a complainant or is identified as an**
 26 **impacted party in a final report in a matter that is pending before a committee on conduct,**
 27 **the member shall be recused from participating in the matter as a committee member.**

28 **(e) If an alternate is required to serve as a member of a committee on conduct, the**
 29 **specific alternate shall be selected so as to preserve the balance of committee membership**
 30 **between majority party and minority party members and thereafter in the order in which the**
 31 **alternate was appointed to be an alternate.**

32 (18) Respectful workplace policies.

33 (a) The Joint Committee on Conduct shall develop and maintain a respectful workplace policy
 34 to address conduct that is inconsistent with the policy direction established for the Legislative
 35 Branch as set forth in subsection (1) of this rule but that does not rise to the level of creating a
 36 hostile work environment or violating public accommodation law.

37 (b) In addition to establishing standards of conduct and giving examples of conduct that violates
 38 those standards, the policy shall establish procedures for determining and imposing remedial meas-
 39 ures, including but not limited to training, coaching and counselling.

40 (c) For Legislative Branch employees, the policy shall also establish procedures for determining
 41 and imposing proportionate discipline when appropriate.

42 (d) For members of the Legislative Assembly, the policy shall also establish procedures for
 43 making recommendations to the appropriate committee on conduct established in subsection (17) of
 44 this rule for proportionate discipline when appropriate.

45 (e) The Human Resources Director shall administer the respectful workplace policy. The direc-

1 tor may delegate specific tasks under the policy to other Employee Services employees.

2 (19) Recommendation.

3 The Joint Committee on Conduct shall on or before January 1, 2021, make a recommendation
4 to the President of the Senate and the Speaker of the House of Representatives on whether inves-
5 tigation functions described in this rule shall continue to be performed by one or more independent
6 investigators or shall be performed by Legislative Branch personnel affiliated with the Legislative
7 Equity Office.

8 (20) Application.

9 The five-year limitation in subsections (11)(a) and (12)(a) of this rule applies to conduct occur-
10 ring before, on or after the effective date of this rule, but does not operate to revive a claim barred
11 by a previous iteration of this rule.

12
