

EXECUTIVE ORDER NO. 95-56

EFFECTIVE DATE: August 24, 1995

SUBJECT: POLICY FOR LOANED EXECUTIVES

The purpose of this Executive Order is to establish policy and procedures for Metro's participation in loaned executive or loaned employee programs.

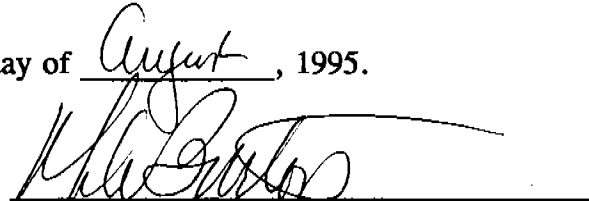
This Executive Order applies to cases where Metro accepts a loaned executive or employee from another entity. In extraordinary circumstances the Executive Officer may apply this policy in cases where Metro will loan an employee to another entity. The terms and conditions for use of all loaned executives and employees must be contained in a written agreement between Metro and the entity which is loaning the executive or employee. Written approval from the Executive Officer is required for all agreements for loaned executives and employees.

The loaned person must perform a task at Metro that is consistent with Metro's mission and existing budget/policy plans. The "loaned" individual shall act under the direct supervision of a Metro supervisor and must be carrying out a specific work plan that is documented in writing.

The agreement shall delineate the funding source and responsibility for payment of all salary and benefits, and shall address the issues of Workers' Compensation insurance liability, and tort claim issues. The agreement shall address potential conflict of interest issues and shall specifically disclose and acknowledge the benefits to be received by the loaning entity. All agreements must be reviewed and approved by the Office of General Counsel.

In the case where this policy is applied to authorize the loan of a Metro employee the Executive Officer shall make explicit findings that establish the benefits to be received by Metro that justify the expenditure of Metro funds or resources and show that the loan is consistent with Metro's mission and adopted budget.

ORDERED by the Executive Officer this 24th day of August, 1995.



Mike Burton
Executive Officer

gl
1263



METRO

TO: Metro Councilors
Metro Auditor
Department Heads

FROM: Mike Burton
Executive Officer

DATE: August 28, 1995

RE: Loaned Executive Policy

A handwritten signature in cursive script, appearing to read "Mike Burton", written over the printed name in the "FROM:" field.

Attached, please find Executive Order #56 regarding the Loaned Executive Policy.

Please share this Executive Order with your staff.

Attachment