

EXECUTIVE ORDER NO. 95-59

EFFECTIVE DATE:

SUBJECT: INCLEMENT WEATHER

The purpose of this Executive Order is to confirm in writing procedures for employees reporting to work at the Metro Regional Center during inclement weather. Employees at other facilities will continue to follow established procedures for each specific site. The procedures also establish how employee time will be charged when employees are absent due to inclement weather conditions. These procedures supersede all prior policies or procedures regarding inclement weather days.

Any references to the Executive Officer shall include persons to whom the Executive Officer has delegated authority under this Executive Order.

I. GENERAL

All employees are expected to work and to arrive at work on time regardless of the weather. The following procedures shall apply when the Executive Officer determines that late opening, early closing, or closing of Metro facilities is warranted.

II. PROCEDURE

A. General Rules. As a general rule, the Metro Regional Center and other Metro facilities do not close. However, if the Portland Public School District announces either closure for the day or a two-hour delay for students, Metro Regional Center employees shall be allowed a grace period, for the hours of 8:00 a.m. to 10:00 a.m. only, in which to report to work. Employees whose reporting time is between 8:00 a.m. and 10:00 a.m. will be allowed a grace period up to 10:00 a.m. The grace period does not apply to employees whose reporting time is later than 10:00 a.m. Employees whose reporting time is before 8:00 a.m. will have a two-hour grace period to report to work.

B. Early Closure. The Executive Officer may decide, due to inclement weather, to close any Metro site and send the staff home before the end of their normal shift. In this event, employees who have reported to work shall receive pay for a regular shift. Employees scheduled to work who have not reported to work that day shall receive no compensation due to the closure and must take personal or vacation leave in order to receive pay for their scheduled shift; otherwise leave without pay will be recorded.


C. Decision to Not Open. If the Executive Officer decides to not open the Metro Regional Center due to inclement weather, or provides for a later opening or additional grace period beyond that provided in section A, above, employees who work in that building and

who were actually scheduled to work that day (i.e., not scheduled for vacation or other leave) shall receive pay for a regular shift. To determine if the Metro Regional Center is closed, or that the Executive Officer has provided for a reporting time other than will apply if section A, above, applies, employees are directed to call their voice mail prior to normal 8:00 a.m. opening of business to hear a recorded message; the recorded message will be available no later than 7:00 a.m.

D. Exceptions for Certain Employees. Due to operational needs and responsibilities, employees in operational positions who work at Metro facilities other than the Metro Regional Center, or the Zoo, or employees at those facilities whose hours of work are not Monday through Friday, 8:00 a.m. to 5:00 p.m., shall follow the specific inclement weather procedures established and maintained at each facility for purposes of reporting to work. However, these procedures do apply for purposes of paying and/or charging time for employees.

E. Employees Not Scheduled to Work. These procedures shall not apply to employees who are not scheduled to work on an inclement weather day, including but not limited to employees scheduled for authorized vacation leave, personal leave, leave without pay, or preauthorized sick leave. Such employees shall receive no compensation for the grace period in section A, above, nor shall they be entitled to regular pay for leave time in the event of a closure. Instead, these employees will be paid according to their appropriate leave status and their leave allowances will be charged appropriately.

IT IS SO ORDERED this 20 day of NOV, 1995.


Mike Burton, Executive Officer

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METRO

Date: November 17, 1995
To: All Metro Employees
From: Mike Burton, Executive Officer
Re: Executive Order 59

Attached is Executive Order 59. This Executive Order is to confirm in writing procedures for employees reporting to work at Metro Regional Center during inclement weather. The procedures also establish how employee time will be charged when employees are absent due to inclement weather conditions. These procedures supersede all prior policies or procedures regarding inclement weather days.