



METRO

**METRO EXECUTIVE ORDER INDEX**  
**[Last Updated: 04/08/2008]**

<b>NUMBER</b>	<b>SUBJECT</b>	<b>EFFECTIVE DATE</b>	<b>ACTION</b>
1	No order on record		
2	Internal Procedure For Contracting and Selection of Contractors	April 14, 1981	Amended by Executive Order No. 15. Rescinded by Metro Code Chapter 2.04. [Effective October 2, 1995]
3	Administrative Interpretation of the Urban Growth Boundary (UGB) Northwest of Wilsonville	July 10, 1981	
4	Administrative Interpretation of the Urban Growth Boundary (UGB) Northeast of Wilsonville	July 10, 1981	
5	Public Involvement Plan	June 26, 1981	
6	Employee Smoking Policy	August 10, 1981	Superseded by Metro Code Chapter 2.02 [Effective October 2, 1995]
7	Administrative Interpretation of the Urban Growth Boundary (UGB) South of Cornelius	September 24, 1981	
8	Administrative Interpretation of the Urban Growth Boundary (UGB) Southeast of Troutdale	September 29, 1981	
9	Fiscal Year 1982 Budget Controls	January 11, 1982	Rescinded by Executive Order No. 11 [Effective October 2, 1995]
10	Credit Policy For Metro Solid Waste Disposal Facilities	March 1, 1982	Rescinded by Executive Order No. 40 [Effective October 2, 1995]

<b>NUMBER</b>	<b>SUBJECT</b>	<b>EFFECTIVE DATE</b>	<b>ACTION</b>
11	Fiscal Year 1982 Budget Controls	March 22, 1982	Rescinds Executive Order No. 9. Superseded by current Metro Code. [Effective October 2, 1995]
12	Fiscal Management For Fiscal Year 1982-83	July 1, 1982	Outdated [Effective October 2, 1995]
13	Meal Per Diem	July 1, 1982	Rescinded by Executive Order No. 32, Section IV(B). [Effective October 2, 1995]
14	Clarification on Personal Holiday Leave	July 1, 1982	Superseded by guidelines included in the updated Metro Code Chapter 2.02.175. [Effective October 2, 1995]
15	Minority Business Enterprise Amendments	December 7, 1982	Amends Executive Order No. 2. Rescinded by Metro Code Chapter 2.04. [Effective October 2, 1995]
16	Clarification of Contract Procedures	December 7, 1982	Supplements to Executive Order No. 2 Rescinded by Metro Code Chapter 2.04. [Effective October 2, 1995]
17	Administrative Interpretation of the Urban Growth Boundary South of Cornelius	August 26, 1983	
18	Overtime Compensation Policy For Non-Exempt Employees	July 1, 1983	Rescinded by Executive Order No. 43. Superseded by Metro Code Chapter 2.02. [Effective October 2, 1995]
19	Administration of the Equal Employment Opportunity/Affirmative Action (EEO/AA) Program	December 20, 1983	Rescinded by Executive Order No. 46. [Effective October 2, 1995]
20	Administration of the Disadvantaged Business Program	December 20, 1983	Rescinded by Metro Code Chapter 2.04. [Effective October 2, 1995]
21	Administrative Interpretation of the Urban Growth Boundary North of Hillsboro	February 22, 1984	

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22	Delegation of Executive Officer's Authority	September 10, 1984	Rescinded by Metro Executive Order No. 34. [Effective October 2, 1995]
23	Microcomputer Acquisition	March 14, 1985	Rescinded by Metro Executive Order No. 28. [Effective October 2, 1995]
24	Urban Growth Boundary [Administrative Interpretation of the UGB North of Sherwood]	August 9, 1985	
25	Adoption of Procedures For Processing Application and Rate Adjustment Requests For Solid Waste Disposal Franchisees	February 19, 1986	
26	Administrative Interpretation of the UGB Harborton, Northwest Portland Area	March 28, 1986	
27	Metro's Responsibility For Damage or Loss to Employees' Work-Related Personal Property	August 6, 1986	
28	Microcomputer Acquisition	September 8, 1986	Rescinds Metro Executive Order No. 23.
29	Relocation Regulations [Related to Acquisition of Real Property]	October 15, 1986	Rescinded by Metro Executive Order No. 92.
30	Public Affairs [Relating to Responsibilities of the Public Affairs Director and Policy for Handling Press Inquiries]	January 16, 1987	Outdated. [Effective October 2, 1995]
31	Non-Travel Expense Policy	May 11, 1987	Subsequently reinterpreted and revised on July 1, 1992.
32	Travel Expenditures	May 11, 1987	Subsequently reinterpreted and revised on July 1, 1992.
33	Submittal of Supplementary Material on Petitions For Amendment of the Urban Growth Boundary	April 10, 1987	Superseded by Metro Code Chapter 3.01. [Effective October 2, 1995]

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34	Delegation of Executive Officer's Authority	June 19, 1987	Rescinds Metro Executive Order No. 22. Outdated. [Effective October 2, 1995]
35	Administrative Interpretation of the Urban Growth Boundary (UGB) South of Oregon City	September 11, 1987	
36	Procedures For Appointments of Members of Metropolitan Exposition-Recreation Commission	October 26, 1987	Superseded by Metro Code Chapter 6.01. [Effective October 2, 1995]
37	Administrative Procedures Related to Hearing Petitions to Amend the Urban Growth Boundary	November 9, 1987	Superseded in Metro Code Chapter 3.01. [Effective October 2, 1995]
38	Administrative Interpretation of the Urban Growth Boundary as Adopted For Contested Case No. 87-1 Bull Mountain Site	March 8, 1988	
39	Administrative Interpretation of the Urban Growth Boundary South of Lake Oswego	July 7, 1988	
40	Credit Policy For Metro Solid Waste Disposal Facilities	October 1, 1988	Rescinds Executive Order No. 10. Rescinded by Metro Executive Order No. 49. [Effective October 2, 1995]
41	Sexual Harassment	April 14, 1989	Replaced by Resolution No. 92-1715. [Effective October 2, 1995]
42	Drugs in the Workplace	March 18, 1989	
43	Overtime, Comp Time, and Bonus Extra Time Policy For FLSA Exempt Employees	May 8, 1989	Rescinds Executive Order No. 18. Subsequently superseded in Metro Code Chapter 2.02. [Effective October 2, 1995]
44	Agency Credit Cards	April 14, 1989	

<b>NUMBER</b>	<b>SUBJECT</b>	<b>EFFECTIVE DATE</b>	<b>ACTION</b>
45	Rules and Procedures Implementing Ordinance 89302A Relating to Charitable Contributions Among Metro Employees	November 6, 1989	
46	Administration of the Equal Employment Opportunity/Affirmative Action (EEO/AA) Program	July 2, 1990	Rescinds Metro Executive Order No. 19. Replaced by Resolution No. 92-1715. [Effective October 2, 1995]
47	Establishing A Comprehensive Waste Reduction and Recycling Program For Metro Departments and Facilities	January 2, 1991	Subsequently revised on September 18, 1991 and November 10, 1993.
48	Metro/Metro-ERC Employee Service Award Program	September 15, 1993	
49	Metro Credit Policy For Metro Solid Waste Disposal Facilities	October 22, 1993	Rescinds Metro Executive Order No. 40.
50	Metro Regional Center Meeting Room Policy and Rules For Use	March 24, 1994	Subsequently revised on May 4, 1995.
51	Computer User Administrative Rules	December 12, 1994	
52	Telecommuting	December 16, 1994	
53	Disciplinary Procedures	December 16, 1994	Subsequently reviewed and updated on January 26, 2000.
54	Public Record Requests, Procedures and Fees	August 1, 1994	This Executive Order was originally numbered 51; under Executive Order No. 58, it was renumbered Executive Order No. 54. Replaced by Executive Order No. 86.
55	Employee Salary Savings Plan	April 1, 1995	Rescinded effective April 28, 1995.

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56	Policy For Loaned Executives	August 24, 1995	
57	Delegation of Contract Signature Authority	September 7, 1995	Replaced by Executive Order No. 83
58	Rescission and Clarification of Prior Executive Orders	October 2, 1995	Rescinds Executive Orders No. 2, 6, 9, 11, 12, 13, 14, 15, 16, 18, 20, 30, 33, 34, 36, 37 and 43 Renumbered: Executive Order No. 51 Public Records Request renumbered to Executive Order No. 54; Executive Order No. 51 Computer Use Administrative Rules will remain No. 51. Executive Orders Previously Rescinded: No. 10 (rescinded by No. 40) No. 19 (rescinded by No. 46) No. 22 (rescinded by No. 34) No. 23 (rescinded by No. 28) No. 40 (rescinded by No. 49) No. 41 (replaced by Resolution No. 92-1715) No. 46 (replaced by Resolution No. 92-1715)
59	Inclement Weather	October 19, 1995	Rescinded by Executive Order No. 61.
60	Establishing an Integrated Pest Management Policy For Metro Facilities	December 20, 1995	
61	Inclement Weather Policy For Metro Regional Center	February 27, 1996	Rescinds Executive Order No. 59. Replaced by Executive Order No. 87.

NUMBER	SUBJECT	EFFECTIVE DATE	ACTION
62	Overtime, Comp Time, and Bonus Extra Time Policy For FLSA Exempt Employees	March 25, 1996	
63	Travel Expenditures	July 5, 1996	Subsequently reviewed and updated on September 9, 2002.
64	Restriction of Weapons at Metro Facilities	July 22, 1996	Rescinded by Executive Order No. 78.
65	Disposal of Surplus Metro Property	October 16, 1996	
66	Code of Ethics	January 21, 1997	
67	Conditions For Metro Regional Disaster Debris Disposal Assistance	March 28, 1997	
68	Regulation of Public Access to the Metro Regional Center (MRC)	March 6, 1998	
69	E-Mail and Voice Mail Policy	March 6, 1998	
70	Issued – <i>NOT USED</i>		
71	Contract Employees	May 20, 1998	
72	Jurisdictional Boundary Appeals Fee Structure	August 9, 1999	
73	Annexation to the Jurisdictional Boundary Fee	October 20, 1999	
74	Administrative Interpretation – Urban Growth Boundary, West Hayden Island – <i>NOT ISSUED</i>		
75	Administrative Interpretation of the Urban Growth Boundary South of Forest Grove	August 17, 2000	
76	Metro Network Access Policy	October 10, 2000	
77	Administration of Sick Leave Transfer Policy	November 13, 2000	
78	Restriction of Weapons at Metro Facilities	December 15, 2000	Rescinds Executive Order No. 64.
79	Administrative Interpretation of the Urban Growth Boundary West of Oregon City	September 21, 2001	

<b>NUMBER</b>	<b>SUBJECT</b>	<b>EFFECTIVE DATE</b>	<b>ACTION</b>
80	Displaying Employee Identification at Metro Regional Center	December 1, 2001	
81	Metro Identification Standards	May 22, 2002	
82	Project Management	November 12, 2002	
83	Delegation of Contract Signature Authority	March 29, 2004	Supercedes Executive Order No. 57
84	Cash Handling Policy	April 9, 2004	
85	Internal Control Policy	April 9, 2004	
86	Public Records Requests: Procedures and Fees	December 1, 2004	Replaces Executive Order No. 54
87	Building Closure Policy For Metro Regional Center	April 25, 2005	Replaces Executive Order No. 61
88	Metro Personnel Policies	July 1, 2005	Amends Metro Code Chapter 2.02 Related to Ordinance No. 05-1082
89	Metro Regional Center Animal Policy	May 1, 2007	
90	Community Clean-up Program	May 25, 2007	
91	Records and Information Management (RIM) Policy	April 2, 2008	
92	Rescission of Executive Order No. 29: Relocation Regulations	April 8, 2008	Rescinds Metro Executive Order No. 29