

 Metro | *Policies and procedures*

**Subject** Definitions  
**Section** Human Resources  
**Approved by** MERC Commission

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**EXCERPT FROM MERC PERSONNEL POLICIES (2007)**

*Policy is under review. Numbering has been changed from original manual; content is from former Section 4, MERC Personnel Policies (2007).*

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**DEFINITIONS**

1. Certain terms used in these Personnel Policies are defined as follows:
  - a. Appointment: The filling of a position properly authorized by the Commission.
  - b. At-will Employer: An employer who has the legal right to terminate its employees without notice and without cause.
  - c. Collective Bargaining Agreements: Labor agreements recognized by the Commission.
  - d. Commission: The Metropolitan Exposition-Recreation Commission created by Metro Code Chapter 6.01 for the purpose of managing regional trade and spectator facilities.
  - e. Days: Days means calendar days unless specifically provided otherwise.
  - f. Event Employees: Part-time, non-benefited employees hired for the purpose of staffing trade and spectator events.
  - g. Exempt Position: A position exempt from mandatory overtime compensation.
  - h. Facilities: The Oregon Convention Center (OCC); the Portland Metropolitan Exposition Center (EXPO); the ~~Portland Center for the Performing Arts (PCPA)~~, **Portland's 5 Centers for the Arts** and any other facilities as may be added to the Commission's responsibility over time.
  - i. Facility Director: A Commission employee who serves as the General Manager's designated representative and is responsible for the management of a Commission facility.
  - j. Fiscal Year: A 12-month period beginning July 1 and ending June 30.
  - k. Flexible Work Schedule: An alternative work schedule approved by the Facility Director, other than the established normal work schedule, but which includes the same number of total hours per pay period as other full-time positions.

- l. First Opportunity Target Area (FOTA): A geographic area designated by the Commission for the purpose of providing first opportunity for available jobs to disadvantaged residents living in economically distressed neighborhoods in the immediate vicinity of the Oregon Convention Center or such other geographic area as may be determined by the Commission at a later date. The boundaries are determined by the Commission.
- m. Full-time Employee: A position in which the scheduled hours of work are 40 hours per week and which is provided for in the adopted Commission budget.
- n. General Manager: The designated representative of the Commission. The Commission by adoption of these Personnel Policies delegates to the General Manager overall administrative responsibility for MERC facilities.
- o. Grievance: A written expression of an alleged violation of these Personnel Policies, submitted by an employee(s) for the purpose of obtaining adjustment.
- p. Hiring Authority: The General Manager or designee, to whom authority is delegated for all employees in full-time and part-time service.
- q. Holiday: Unless defined differently in a recognized collective bargaining agreement, a holiday is the 24-hour period between 12:01 AM and 12:00 midnight of the day on which a holiday is “observed,” for office employees who regularly work Monday through Friday. For those employees whose work schedules are other than Monday through Friday, the holiday is the 24-hour period between 12:01 AM and 12:00 midnight on the “actual” holiday.
- r. Human Resources Department: Metro Human Resources Department.
- s. Human Resources Manager: MERC Human Resources Manager (known internally at MERC as the Human Resources Director).
- t. Hourly Rate: The rate of compensation for each hour of work performed by hourly staff.
- u. Immediate Family: Unless defined differently in a recognized collective bargaining agreement or by applicable law, immediate family means husband, wife, son, daughter, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, aunt, uncle, niece, nephew, grandparents, grandchildren, domestic partner and equivalent relatives of the employee’s domestic partner or any relative living in the employee’s household. *Update (Dec. 2012): definition varies by policy (see applicable policy).*
- v. Internal Recruitments: A recruitment for a vacant position in which only current regular status MERC employees, and current Metro employees who are eligible under the Metro Code, may be considered as internal candidates.
- w. Job Classification: A group of job positions with similar duties, responsibilities and authority, for which the same qualifications may be required, and for which the same pay range shall be applied, and which is included in the Commission’s compensation plan.
- x. Job Share: A job share position is a full-time position which is shared by two employees.

- y. Layoff: A separation from employment because of organizational changes, lack of work, lack of funds, or for other reasons not reflecting discredit on the employee.
- z. Limited Duration: A full-time benefited position for a pre-defined amount of time for a specific purpose.
- aa. MERC: Metropolitan Exposition-Recreation Commission. A seven-member Commission appointed by the Metro Council President and confirmed by the Metro Council, responsible for overseeing the management of regional trade and spectator facilities.
- bb. Metro: Metropolitan Regional Government. The Commission's regionally elected governing body.
- cc. Non-benefited Position: Any position that is less than full-time.
- dd. Non-exempt Employee: A position that is eligible for overtime compensation.
- ee. Non-represented Employee: An employee who is not a member of a collective bargaining unit.
- ff. Part-time Employee: An employee who holds a non-benefited position in which the scheduled hours of work are less than 40 hours per week.
- gg. Personnel Action (PA): The Commission's administrative documentation of personnel decisions, such as hiring, promotion, and transfers.
- hh. Personnel Policies: Personnel Policies are the policies of the Commission created for the purpose of establishing the rules governing employment with the Commission, which may be changed or amended at any time, with or without advance notice, by the Commission.
- ii. Probationary Period: ~~A six-month continuation of the hiring process during which an employee is required to demonstrate fitness for the position into which they have been hired or promoted. Successful completion of any probationary period is for management's internal screening process only and does not convey any form of tenure or other expectation of continued or permanent employment.~~ **REPLACED - See Probation policy (Dec. 2012)**
- jj. Promotion: An employee moving from a position in one classification to a position in another classification having a higher maximum rate of pay.
- kk. Reclassification: A change in the classification of a position by raising it to a class with a higher rate of pay, reducing it to a class with a lower rate of pay, or changing it to another class at the same rate of pay. Changes are based upon the duties currently assigned to an existing position or to be assigned for a vacant position. A reclassification is made to ensure that the duties of the job being performed match the duties stated in the classification.
- ll. Regular Status Employee: An employee who has successfully completed the required initial probationary period and is appointed to fill a full or part-time position approved by the Commission.
- mm. Regular Status Position: A Commission-approved and -funded position.

- nn. Represented Employee: An employee who is a member of a certified collective bargaining unit recognized by the Commission.
- oo. Resignation: Voluntary separation from employment.
- pp. Temporary Employee: ~~A temporary hire appointed for the purpose of meeting emergency, non-recurring or short-term workload needs, or to replace an employee during an approved leave of absence. A temporary employee may be given a non-status appointment without open competition and consideration only for the purposes stated in this definition. Temporary appointments shall not be used to defeat the open competitive recruitment and selection process. Temporary employment shall not be used as any portion of a required probationary period.~~ ***REPLACED - See Temporary and Seasonal Employee policy (Nov. 2011).***
- qq. Trending: As used in the Commission's maintenance of non-represented salary structures, the statistical method used to adjust pay ranges to keep pace with the labor market.
- rr. Volunteer: An individual serving in a non-paid voluntary capacity is not considered a Commission employee.