

**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**Resolution No. 14-15**

**For the purpose of adopting changes to the MERC Personnel Policies.**

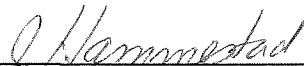
**WHEREAS**, the Metropolitan Exposition Recreation Commission (MERC) is authorized to adopt personnel policies pursuant to Metro Code Sections 2.02.010 (b) and 6.01.040 (a); and

**WHEREAS**, MERC periodically updates the MERC Personnel Policies (the Personnel Policies) in accordance with both legal requirements and agency-wide policies.

**THEREFORE BE IT RESOLVED:**

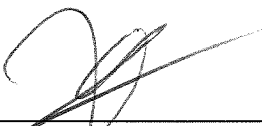
That the Metropolitan Exposition Recreation Commission adopts the changes to the Personnel Policies in a form substantially similar to the attached Exhibit B.

Passed by the Commission on June 4, 2014.

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Secretary-Treasurer

Approved As To Form:  
Alison R. Kean, Metro Attorney

By:   
\_\_\_\_\_  
Nathan A.S. Sykes, Deputy Metro Attorney

## MERC STAFF REPORT

**Agenda Item/Issue:** For the purpose of adopting changes to the MERC Personnel Policies.

**Resolution No.** 14-15

**Presented by:** Mary Rowe, Metro Human Resources Director

**Date:** June 4, 2014

### **Background and Analysis:**

The MERC Commission last approved a complete personnel policy manual for venues staff in August 2007. Beginning in 2011, Metro's Human Resources Department began a project to review and update both the MERC policy manual and Metro's policy manual, Executive Order #88, with the goal of developing one set of agency-wide personnel policies and procedures. The policies are being updated and implemented on a rolling basis in an order determined by legal changes and business needs. The policies to be approved under this resolution will be the fourth batch of new policies to be implemented through this process. Human Resources staff developed these policies in consultation with department managers, the Office of Metro Attorney, and the Metro Senior Leadership Team. The policies were presented to the Commission for discussion in May 2014 and edited as noted in Exhibit A.

### **RESOLUTION:**

This resolution seeks the MERC Commission's approval of the following personnel policies:

- Administration of Personnel Policies
- Bereavement and Funeral Leave
- Conduct Expectations
- Disciplinary Actions for Non-represented Employees
- Metro Resources: Acceptable Use
- Political Activity by Public Employees
- Smoking
- Training and Professional Development
- Workers' Compensation and Return to Work
- Workplace Violence and Restriction of Weapons

In addition, the resolution seeks approval to rescind the following provisions of MERC Personnel Policies (2007):

- Definitions (§ 4)
- Employee Benefits (§ 17), including Orientation (§ 17.0) and Service Awards (§ 17.6)
- Grievance Procedure (§ 14)
- Labor Organizations (§ 3)

### **LONG RANGE FISCAL IMPACT:**

There is no fiscal impact associated with the requested policy changes.

### **RECOMMENDATION:**

Staff recommends approval of Resolution 14-15.

## EXHIBIT A TO RESOLUTION 14-15: SUMMARY OF PERSONNEL POLICIES FOR MERC COMMISSION VOTE June 4, 2014

Below is a list of draft policies for your review. These proposed policies are intended to supersede those listed from the Metro Employee Handbook (EO #88) and the MERC Personnel Policies Handbook (8/1/07). All proposed policies and rescissions listed in this document were presented to the Commission on May 7, 2014. New edits made at the recommendation of the Commission, Office of Metro Attorney, and/or the Metro Senior Leadership Team following the May 7, 2014 Commission meeting are noted in bold italics.

Policy	Existing MERC Policy	Existing Metro Policy	Applicable Legal Provisions	Policy Summary/Explanation of Change	Fiscal Impact	Business Impact
<b>Administration of Personnel Policies</b>	MERC §§ 1-2; Metro Code § 6.01.040 (Powers of MERC Commission)	E.O. 88 §§ 1, 3-4; Metro Code Ch. 2.02 (Personnel Code)	N/A	Consolidates and updates MERC and Metro procedures. Consistent with Metro Personnel Code and current practice.	N/A	Clarifies authority and improves efficiency.
<b>Bereavement and Funeral Leave</b>	MERC § 16.5	E.O. 88 § 31(A)	OFLA	Reconciles MERC and Metro policies to the extent feasible (policy applies to benefits-eligible employees so MERC part-time employees are not covered). References new OFLA bereavement leave. Revises definition of Qualifying Family Member (new draft does not include aunts, uncles, nieces and nephews; does include household members who are not relatives).	N/A	Promotes consistency across agency.
<b>Conduct Expectations</b>	MERC § 12	E.O. 88 §§ 32-33	N/A	Consolidates MERC and Metro policies.  <b><i>Edited at page 2, Procedures #6(e) to add definition of confidential information.</i></b>	N/A	Promotes consistency across agency.

<b>Disciplinary Actions for Non-represented Employees</b>	MERC § 13	E.O. 88 §§ 32-33	N/A	Consolidates MERC and Metro policies. Clarifies that policy applies to non-represented employees only (all labor contracts have discipline provisions). Eliminates reference to grievance procedure for non-represented employees.	N/A	Strengthens legal position re: at-will status.
<b>Metro Resources: Acceptable Use</b>	N/A	N/A	N/A	Addresses acceptable use of resources including equipment, services, and work time.  <i>Edited at page 2, Procedures #7 to indicate that there is no expectation of privacy in the use of agency resources (recommended by Commissioner Dozono).</i>	N/A	Clarifies conduct expectations.
<b>Political Activity by Public Employees</b>	Metro Code § 2.02.110; MERC § 12.1	Metro Code § 2.02.110	ORS 260.432	Consolidates MERC and Metro policies; implements Code provision.	N/A	Promotes legal compliance.
<b>Smoking</b>	Metro Code § 2.02.090; MERC § 12.6	Metro Code § 2.02.090	ORS 433.835 - 433.990	Consolidates MERC and Metro policies; clarifies restriction of e-cigarettes; implements Council Res. No. 11-4262A calling for a tobacco-free grounds policy.	N/A	Promotes consistency across agency.
<b>Training and Professional Development</b>	Training and Education (2011); MERC § 17.5	Training and Education (2011); E.O. 88 § 25	N/A	Adds content from former E.O. 88: Conferences, Memberships and Conventions, addressing authorization to attend conferences and conventions and maintain professional memberships at Metro's expense. These decisions will now be addressed at the Department level rather than requiring COO approval.	N/A	Improves ease of reference.

<b>Workers' Compensation and Return to Work</b>	MERC § 16.3(D)	E.O. 88 § 22 (B)(C)(D)	ORS Ch. 656	<p>Codifies procedures for return to work and modified duty. No longer permits use of accrued leave to supplement time loss payments; accrued leave is permitted for absences not covered by time-loss.</p> <p><i>Edited at page 2, Guidelines #6(f) to clarify that claims are tracked concurrently with OFLA/FMLA "only when legally permitted."</i></p> <p><i>Edited at page 2, Guidelines #8 to change reference to reporting "expectations" to reporting "requirements."</i></p>	Reduces cost.	Clarifies procedures.
<b>Workplace Violence and Restriction of Weapons</b>	MERC § 12.13 - 14	E.O. § 78; M. Burton memo (1998)	ORS 166.360 – 166.370	Consolidates and updates MERC and Metro policy. Substance is consistent with current policy.	N/A	Reduces risk.
<p><b>Note: The draft Drug and Alcohol Use policy presented to the Commission for discussion on May 7, 2014 has been held back for further review as suggested by Commissioner Dozono.</b></p>						
<b>Proposed Rescissions</b>						
<b>Proposed Rescission: Definitions</b>	§ 4	E.O. 88 § 5	N/A	Relevant definitions are now included in individual personnel policies.	N/A	Improves ease of reference.
<b>Proposed Rescission: Employee Benefits</b>	§ 17	E.O. 88 § 22	N/A	Because available benefits vary across employee groups, benefits information is provided in a separate benefits handbook and other documents.	N/A	Improves ease of reference.

<b><i>Proposed Rescission: Grievance Procedure</i></b>	§ 14	E.O. 88 § 37	N/A	Eliminates the grievance procedure for non-represented employees, who are employed at will and do not have just cause protections.	N/A	Strengthens legal position re: at-will status.
<b><i>Proposed Rescission: Orientation</i></b>	§ 17.0	E.O. 88 § 18	N/A	Metro's current policy addresses distribution of policies, orientation sessions, part-time insurance benefits, and the PERS pickup. Insurance and retirement benefits are addressed in separate benefits materials. HR will continue to distribute policies and coordinate orientation sessions for new employees.	N/A	Improves ease of reference and eliminates unnecessary policy.
<b><i>Proposed Rescission: Represented Employees (Metro)/Labor Organizations (MERC)</i></b>	§ 3	E.O. 88 § 2	PECBA	Metro's current policy addresses the relationship between policies and collective bargaining agreements. Proposed Administration of Personnel Policies policy will cover this content.  MERC's current policy addresses employees' right to join unions. This content is duplicative of Metro Code § 2.02.100 and applicable law.	N/A	Eliminates duplicative policy.
<b><i>Proposed Rescission: Service Awards</i></b>	§ 17.6	E.O. 88 § 38	N/A	Current Metro and MERC policies provide for a service award program. HR will continue to coordinate the service award program, but procedures will not be part of the personnel policies manual.	N/A	Eliminates unnecessary policy.

## Exhibit B to Resolution 14-15: Personnel Policies



Metro | *Policies and procedures*

DRAFT  
4/22/14

**Subject** Administration of Personnel Policies  
**Section** Human Resources  
**Approved by**

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### POLICY

*Personnel policies are adopted under the authority of the Chief Operating Officer and the MERC Commission as established by the Metro Personnel Code.*

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### Applicable to

All employees.

### Definitions

Employment at will: An employment relationship that the employer or employee may terminate at any time and for any lawful reason.

### Guidelines

1. The purposes of Metro's personnel policies are:
  - a. To provide a fair and orderly system of personnel administration that enables Metro to fulfill its responsibilities to employees and the public; and
  - b. To communicate clear procedures and conduct expectations in order to promote efficient operations and support the Metro values of excellence and public service.
2. Metro's personnel policies are not a contract of employment. Nothing contained in Metro's personnel policies shall be construed as a guarantee of continued employment, hours of work, or any other term or condition of employment. All employees work on an at-will basis unless otherwise stated by a valid collective bargaining agreement or employment contract.
  - a. No contract of employment can be created, nor can an employee's at-will status be modified by any oral or written agreement or course of conduct, except as follows:
    - i. For MERC positions, a written agreement must be signed by the employee and both the Chair and Secretary-Treasurer of the Commission on behalf of the Commission.
    - ii. For all other Metro positions, a written agreement must be signed by the employee and the Council President or Chief Operating Officer, subject to the approval of the Council.

3. Metro retains all managerial and administrative rights conferred on employers by law, including the right to establish and administer policies, practices, and procedures. This right includes the right to make changes in Metro's policies, practices, and procedures at any time as appropriate, and to set conduct, performance and productivity standards in support of its mission and goals. The Metro Personnel Code establishes the authority of Metro's Chief Operating Officer the Metropolitan Exhibition and Recreation Commission, and their respective designees to adopt and administer personnel policies.

## **Procedures**

1. Metro's personnel policies apply to all employees except as follows:
  - a. Represented employees' wages and other terms and conditions of employment are established by collective bargaining agreements in accordance with the Public Employee Collective Bargaining Act (PECBA). If a conflict exists between a personnel policy and the terms of a valid collective bargaining agreement, the collective bargaining agreement will take precedence.
  - b. The MERC Commission or its designee will approve personnel policies applicable to employees of MERC visitor venues. All efforts will be made to promote consistent agency-wide policies when feasible.
  - c. The Metro Auditor will determine the applicability of Metro policies to employees in the Auditor's Office.
2. Metro personnel policies shall be issued or amended only under the authority of the Chief Operating Officer and/or the MERC Commission or their respective authorized designees.
  - a. The Human Resources Department will recommend policy updates as needed and coordinate the approval process.
  - b. All new and substantially revised personnel policies must be reviewed by the Senior Leadership Team prior to approval.
  - c. Policies that impact mandatory subjects of bargaining must be provided to union representatives in accordance with PECBA requirements.
3. The Chief Operating Officer shall be responsible for administering these policies in coordination with the Visitor Venues General Manager and the Human Resources Department. Whenever a question arises as to the meaning or interpretation of provisions of these policies, the interpretation given by the Chief Operating Officer or his or her designee shall be final and binding, except that the Visitor Venues General Manager will be the final authority on policies that are issued by the MERC Commission and applicable to MERC employees only.
4. MERC and Metro departments may issue more specific work rules for their employees, consistent with these policies and applicable collective bargaining agreements. Employees are required to follow department work rules in addition to agency-wide personnel policies.

## **Responsibilities**

### Employees/Supervisors/Managers:

- Review and comply with all applicable personnel policies.



Human Resources Department:

- Recommend updates to personnel policies to meet changing business and legal needs.
- Coordinate the policy approval and distribution process.

Chief Operating Officer/MERC Commission/General Manager, Visitor Venues:

- Approve and administer personnel policies consistent with applicable law and the Metro Code.

**References**

Metro Code Ch. 2.02 (Personnel Code)

Metro Code Ch. 6.01.040 (Powers of the Metro Exposition-Recreation Commission)



# Metro | Policies and procedures

**DRAFT**  
4/22/14

**Subject** Bereavement and Funeral Leave  
**Section** Human Resources  
**Approved by**

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## **POLICY**

*Metro provides benefits-eligible regular and limited duration employees with paid bereavement and funeral leave in the event of the death of a qualifying family member. Metro has discretion to award unpaid bereavement leave under certain circumstances.*

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### **Applicable to**

All benefits-eligible regular and limited duration employees.

*Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of that agreement will prevail.*

### **Definitions**

Bereavement: A period of mourning following a death.

Qualifying Family Member: spouse, domestic partner, parent, child, sister, brother, grandparent, grandchild, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent-in-law or other household member.

### **Guidelines**

1. Benefits-eligible regular status and limited duration employees are entitled to take up to three days of paid leave upon the death of a qualifying family member for bereavement, to attend the funeral or other memorial service, or to make other necessary arrangements. For benefits-eligible part-time employees, the length of leave will be prorated according to the employee's assigned work hours (FTE).
  - a. Under special circumstances, the supervisor or Department Director may approve paid leave for bereavement to attend the funeral or other memorial service or to make other necessary arrangements following the death of a person other than the employee's qualifying family member.
  - b. Leave under this policy is distinct from unpaid protected bereavement leave for which the employee may be qualified under the Oregon Family Leave Act. OFLA bereavement leave does not alter or expand any paid funeral or bereavement leave that may be available under this policy. If leave granted under this policy is also covered by OFLA, the two types of leave will run concurrently. Please see Metro's Family and Medical Leave policy for more information.

2. At the discretion of the supervisor or Department Director, leave may also be granted to eligible employees for the following purposes, to be paid from any accrued paid leave balance. If the employee does not have accrued leave, the leave will be unpaid.
  - a. The supervisor or Department Director may approve up to four additional days off for travel needs related to approved bereavement and funeral leave.
  - b. The supervisor or Department Director may approve up to four hours of leave for an employee who is a participant in a funeral or memorial service.
  - c. The supervisor or Department Director may approve up to four hours of leave to attend the funeral of a co-worker.
3. Leave under this policy ordinarily should be taken within 60 days of the death. If necessary to accommodate religious or cultural practices or other special circumstances, the supervisor or Department Director may approve an extension of this time limit.
4. Leave under this policy ordinarily should be taken in one continuous period, except as necessary to run concurrently with intermittent OFLA leave, to accommodate religious or cultural practices, or for other special circumstances.

### **Procedures**

1. Employees will request leave as soon as practicable after learning of the need for leave. The initial request for leave may be verbal or written and may be directed to the employee's supervisor or Department Director.
2. The supervisor or Department Director has discretion to request documentation of the need for leave. Acceptable documentation may include a death certificate, obituary notice, memorial service announcement, or any other documents of comparable reliability containing sufficient information to confirm the death and the relationship of the employee to the deceased. If documentation is requested, the employee must provide it within a reasonable time period specified by the supervisor or Department Director.
3. The supervisor or Department Director will approve or deny requests and will notify the employee and the employee's immediate supervisor of this determination as soon as possible. Leave requests that are covered by OFLA will be processed consistent with Metro's Family and Medical Leave policy.
4. When evaluating requests for leave that are subject to supervisor or Director approval, consideration will be given to the operational needs of the department, the employee's current workload, and the employee's overall attendance history.

### **Responsibilities**

#### Employee:

- Make a verbal or written request for leave as soon as possible.
- Code leave appropriately in Metro's timekeeping system.

#### Supervisor and Department Director:

- Request supporting documentation if needed to substantiate the employee's need for leave.

- Consult the Family and Medical Leave policy and coordinate procedures for OFLA bereavement leave if appropriate.
- Approve or deny requests for leave and notify the employee and the employee's immediate supervisor of this determination as soon as possible.
- Ensure that leave is coded appropriately in Metro's timekeeping system.

Human Resources Department:

- Provide guidance and information as needed.

**References**

Metro Family and Medical Leave policy

 Metro | *Policies and procedures*

**DRAFT**  
**5/22/14**

**Subject** Conduct Expectations

**Section** Human Resources

**Approved by**

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**POLICY**

*Metro expects all employees to adhere to the highest standards of work performance and personal conduct in keeping with the Metro values. This policy contains general rules of conduct applicable across the agency. Departments may also issue work rules and management directives consistent with this policy.*

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**Applicable to**

All employees.

*Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of that agreement will prevail.*

**Guidelines**

1. Employees are expected to behave lawfully, safely, and reasonably; to follow established policies and procedures; and to strive to fulfill the Metro values of public service, excellence, teamwork, respect, innovation, and sustainability.
2. Employees are required to learn and comply with the specific performance and conduct standards applicable to their position.
3. Employees who fail to comply with this policy and applicable performance and conduct standards may be subject to discipline, up to and including termination.

**Procedures**

**Sources of performance and conduct standards**

1. Employees are required to comply with performance and conduct standards established by:
  - a. Applicable law;
  - b. Metro Executive Orders and Chief Operating Officer (COO) Orders;
  - c. Personnel policies adopted by the COO or MERC Commission;
  - d. Other policies and procedures established by department but applicable throughout the agency;
  - e. Agency-wide management directives;
  - f. Specific work rules and procedures established by the employee's department;

- g. Policies and procedures established by an applicable collective bargaining agreement; and
  - h. Directives received from supervisors and managers.
4. An employee who is unsure of performance and conduct expectations should ask his or her supervisor for clarification. If the employee still has concerns after consulting with the supervisor, the employee may contact the Department Director or Human Resources Department to request assistance.
  5. If an employee believes a management directive is illegal, unsafe, or inconsistent with Metro policy, the employee should contact their Department Director, the Human Resources Director, or another Department Director. The employee may also make an anonymous complaint following the procedures in Metro's Whistleblowing policy.

### **Specific Conduct Expectations**

6. The following are examples of some, but not all, types of conduct that will typically result in disciplinary action:
  - a. Below-standard work performance;
  - b. Criminal activity during work, on Metro premises, or while representing Metro;
  - c. Criminal conviction or arrest for off-duty conduct that demonstrates an impaired ability to perform to the standards of the position, or that is likely to discredit the agency;
  - d. Destruction of property;
  - e. Disclosure of confidential information (except as protected by law);
    - i. For the purposes of this provision, confidential information includes, but is not limited, to the following:
      - A. Other employees' identifiable personal information, such as medical information and social security numbers, unless permission is specifically granted by the employee;
      - B. Information about confidential personnel matters, such as disciplinary information or information about job applicant performance during the selection and hiring process, unless permission is specifically granted by the employee;
      - C. Information that is subject to attorney-client privilege;
      - D. Any other information that is required to be confidential by law or Metro policy.
  - f. Dishonesty in any aspect of employment, including falsifying documents, falsifying time records, misrepresenting the reason for leave from work, or providing false or misleading information to secure appointment or promotion;
  - g. Discourteous treatment of the public or other Metro employees or representatives, including insulting, intimidating, abrasive, uncooperative, bullying or threatening behavior;
  - h. Fighting, provoking fights, engaging in violence or possessing of prohibited weapons during work time or on Metro premises;
  - i. Harassment or discriminatory treatment, even if it does not rise to the level of a legal violation;
  - j. Failure to cooperate with an internal investigation;
  - k. Failure to maintain a neat and professional appearance as appropriate to the position;

- l. Failure to maintain required licenses or certifications;
  - m. Gambling during work time or on Metro premises;
  - n. Insubordination; refusal to follow supervisory instructions or established work rules and procedures;
  - o. Intoxication or use of alcohol or illegal drugs in violation of the Drug and Alcohol Use policy;
  - p. Neglect of duty, including but not limited to sleeping on the job;
  - q. Smoking, chewing tobacco or using e-cigarettes or similar devices in unauthorized areas;
  - r. Taking or misusing Metro property, funds, or records; theft of personal or public property; accepting or taking items from exhibitors or exhibitor booths;
  - s. Unauthorized absence from duty; excessive absence or tardiness; failure to provide timely notice of absence or tardiness; failure to follow call-in procedures;
  - t. Unsafe behavior; failure to follow established safety procedures;
  - u. Violation of ethics laws applicable to public employees, including restrictions on conflicts of interest, political activity and acceptance of gifts;
  - v. Violation of other Metro policies, department work rules, or management directives.
2. In evaluating the appropriate level of discipline, Metro will consider the severity of the conduct and any mitigating circumstances surrounding the conduct.

## **Responsibilities**

### **Employees:**

- Learn and comply with Metro policies, department work rules, and applicable laws and strive to fulfill the Metro values.
- Request clarification from your supervisor when conduct or performance expectations are unclear. If this does not resolve your concerns, contact your Department Director or the Human Resources Department.

### **Supervisors, Managers, and Directors:**

- Ensure that employees have appropriate access to applicable policies and work rules.
- Provide clear instruction on work assignments and performance and conduct standards.
- Let employees know when they are failing to meet expectations and provide guidance as appropriate.
- Document positive and negative employee conduct.
- Consult with HR Labor and Employee Relations staff about potential disciplinary matters.

### **Human Resources and Office of Metro Attorney:**

- Provide guidance to resolve questions about policies and conduct expectations.
- Investigate and resolve potential disciplinary matters.

## **References**

- Disciplinary Actions policy



**DRAFT**  
**4/22/14**

**Subject** Disciplinary Actions for Non-represented Employees  
**Section** Human Resources  
**Approved by**

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**POLICY**

*When an employee's conduct or work performance is unsatisfactory, Metro reserves the right to take disciplinary action, up to and including termination. The degree of discipline will be based on the severity of the offense.*

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**Applicable to**

All non-represented employees.

*Discipline of represented employees will be in accordance with applicable collective bargaining agreements.*

**Guidelines**

1. Metro reserves the right to discipline or terminate an employee whenever the employee's conduct or performance is unsatisfactory. Supervisors and employees should work together to ensure expectations are clear and to resolve performance and conduct problems as soon as they arise. Supervisors are encouraged to provide training and coaching to support employees' success, consistent with the Metro value of excellence.
2. Disciplinary actions shall include only the following:
  - a. Oral or written reprimand;
  - b. Suspension;
  - c. Reduction in pay;
  - d. Transfer;
  - e. Demotion; and
  - f. Termination from employment.
3. The level of discipline will be at management's discretion based on the severity of the offense. Progressive discipline is not required.
4. If circumstances allow, disciplinary actions will occur in a manner that is least likely to embarrass the employee before other employees or the public.



## Procedures

1. **Oral and Written Reprimands:** Supervisors may issue oral and written reprimands. Supervisors are required to consult with Human Resources (HR) Labor and Employee Relations before issuing written discipline. As soon as practicable, supervisors must send the HR Department a record of the disciplinary action taken and the reason for the discipline. This record will be included in the employee's personnel file.
2. **Suspension, Reduction in Pay, Transfer, Demotion or Termination:** The supervisor will review relevant information with HR Labor and Employee Relations prior to taking disciplinary action with an economic impact on the employee. If a basis for discipline exists:
  - a. While discipline is pending, a Department Director may place an employee on administrative leave with or without pay as appropriate to the situation, consistent with applicable wage and hour laws.
  - b. A written notice of contemplated disciplinary action at level of a written warning or above shall be delivered to the affected employee in person or by mail. This notice shall state that discipline is being contemplated and the reasons for the proposed action, and will include:
    - i. The alleged conduct by the affected employee.
    - ii. The violation(s).
    - iii. A date, time, and place for the affected employee to have an opportunity to address the violation(s) at a pre-disciplinary meeting.
3. Upon completion of the pre-disciplinary meeting, Metro will provide the employee with a written notice of the actual disciplinary action taken, if any. This notice will state the disciplinary action taken, the violation(s), and the effective date of the disciplinary action. This notice shall be a permanent part of the affected employee's personnel record.
4. A failure by Metro to follow any of the procedures described in this policy will not be grounds for invalidating disciplinary action, including termination. The Human Resources Director or his/her designee may, in his/her discretion, dispense with all or part of these procedures as appropriate to the situation, with or without notice to the employee.

 Metro | *Policies and procedures*

**DRAFT**  
**5/15/14**

**Subject** Metro Resources: Acceptable Use  
**Section** Human Resources; Financial and Regulatory Services  
**Approved by**

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**POLICY**

*The equipment, supplies and resources of Metro are public assets that are entrusted to Metro employees to be used for public purposes. All Metro employees have a responsibility to ensure that all Metro property is used to support and further Metro's mission.*

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**Applicability**

All employees.

*Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of that agreement will prevail.*

**Definitions**

Equipment, Supplies and Resources: All tangible and intangible assets of Metro. This includes tangible property such as computers, tools, printers, copiers, vehicles, office supplies, furniture, facilities and any other physical assets. It also includes intangible assets such as data services, email, software, long distance calling services, confidential information, and employee time and labor.

**Guidelines**

1. Metro assets made available to Metro employees during the course of their duties are to be used exclusively for the public purposes of Metro. Metro assets should not be borrowed or removed from Metro facilities for personal purposes. Items that are inadvertently removed from Metro should be returned to Metro upon discovery.
2. Metro employees should take appropriate action to ensure that Metro assets are properly maintained and protected from damage or destruction.
3. Metro assets used by Metro employees while off-site should be used solely for public purposes and should be promptly returned to Metro when the off-site activity is concluded.
4. Metro's internal data systems and services are provided exclusively for Metro purposes. Using Metro's technology resources for personal purposes is permitted only a very limited basis consistent with Metro's Information Technology: Acceptable Use policy and department work rules.
5. The time and labor of Metro employees during paid work time should be used to achieve Metro's goals and purposes and to further Metro's mission.

6. Employees should not use confidential information gained during the course of their Metro duties for personal advantage or benefit.
7. Employees have no right to expect privacy in the use of Metro property, including but not limited to information and materials kept on the Metro information system.

### **Responsibilities**

#### Employees:

- Use Metro property under your control for public purposes as required by this policy and the Information Technology: Acceptable Use policy.
- Report any observed violations of this policy to Metro management.

#### Supervisors:

- Ensure that all Metro property is used for public purposes as required by this policy and the Information Technology: Acceptable Use policy.
- Ensure that the time and efforts of Metro employees under their supervision are used exclusively for public purposes.
- Work with Human Resources to address any reported abuse of this policy.

#### Human Resources:

- Investigate complaints of suspected misuse of Metro property.
- Take appropriate action based on the result of any investigation into reported misuse.

### **References**

Information Technology: Acceptable Use policy

 Metro | *Policies and procedures*

**DRAFT**  
4/23/14

**Subject** Political Activity by Public Employees

**Section** Office of Metro Attorney

**Approved by**

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**POLICY**

*As public employees, all Metro employees are prohibited under Oregon law from engaging in political activities while on the job during working hours.*

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**Applicable to**

All employees.

**Definitions**

Political Activity: An activity directed toward supporting or opposing federal, state, regional or local measures, candidates, recalls, political committees or petitions.

Public employee: Any employee of a government agency. All Metro employees are public employees.

**Guidelines**

1. Under ORS 260.432, a public employee may not engage in political activities while on the job during working hours. Prohibited political activities include soliciting money for political purposes, promoting or opposing the election of candidates, the gathering of signatures on an initiative, or promoting or opposing ballot measures once they have been referred to the voters. Additionally, no person, including managers, supervisors or elected public officials, may require or attempt to coerce public employees into engaging in any of these political activities.
2. While ORS 260.432 does not restrict the right of a public employee to express personal political views, Metro employees should remain aware that Metro employees have differing political views and that every Metro employee has a duty to preserve workplace decorum.
3. Metro employees must exercise due caution to avoid suggesting or implying that they are acting or speaking on behalf of Metro when engaging in personal political activities or expression.
4. See the follow websites for detailed information on prohibited and permitted political activities by public employees:

- a. The Secretary of State's "Restrictions on Political Campaigning by Public Employees":  
<http://www.oregonvotes.org/doc/publications/restrictions.pdf>
- b. "260.432 Quick Reference":  
[http://oregonvotes.org/doc/publications/260.432\\_quickref.pdf](http://oregonvotes.org/doc/publications/260.432_quickref.pdf)

## **Responsibilities**

### Employees:

- Comply with the prohibition on political activities by public employees while on the job during working hours;
- Report any observed violations of these prohibitions to a manager or the Office of Metro Attorney;
- Consult with the Office of Metro Attorney whenever questions arise regarding the interpretation or application of this policy.

### Supervisors:

- Comply with the prohibition on political activities by public employees while on the job during working hours;
- Do not require or coerce public employees into engaging in political activities.

### Office of Metro Attorney:

- Issue staff reminders annually or as needed.

## **References**

ORS 260.432



## Metro | *Policies and procedures*

DRAFT  
4/22/14

**Subject** Smoking  
**Section** Human Resources  
**Approved by**

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### **POLICY**

*The use of tobacco and nicotine products is prohibited during work time and on Metro premises except in designated outdoor areas.*

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### **Applicable to**

All employees, interns, and volunteers.

*Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of the collective bargaining agreement will prevail.*

### **Definitions**

Metro premises: All property owned, leased, managed or controlled by Metro, including parking areas, outdoor grounds, and temporary worksites.

### **Guidelines**

1. The use of tobacco and nicotine products is prohibited on work time, in all Metro buildings and vehicles, and on Metro premises except in designated outdoor areas. Prohibited uses include:
  - a. smoking (cigarettes, pipes, cigars or other devices);
  - b. chewing tobacco or using snuff; and
  - c. using electronic cigarettes (e-cigarettes) or other devices that produce vapor instead of smoke.
2. Exceptions:
  - a. It is permissible to smoke or use e-cigarettes or vaporizers in designated outdoor areas during non-work time only. Metro does not guarantee that a designated smoking area will be provided on Metro premises. Employees must comply with applicable state and local regulations when smoking on breaks and/or on Metro premises.

- b. Nicotine patches and similar products to aid in quitting smoking are permitted if there is no odor or other disruptive impact on the workplace. Nicotine gum is permitted or restricted consistent with any applicable rules for regular chewing gum.

### **Responsibilities**

#### Employees/interns/volunteers:

- Refrain from smoking or using tobacco or nicotine products except in designated areas during non-work time.

### **References**

ORS 433.835 - 433.990

Metro Code § 2.02.090

Metro Council Res. No. 11-4262A



DRAFT  
4/22/14

**Subject** Training and Professional Development  
**Section** Human Resources  
**Approved by**

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**POLICY**

*Metro is committed to providing training and educational opportunities for employees to develop knowledge, skills, and abilities to excel in their current positions and prepare for future opportunities within Metro.*

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**Applicable to**

All employees.

*Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of that agreement will prevail.*

**Definitions**

Metro Learning Center: An online resource for learning about training and educational opportunities at Metro. The Metro Learning Center allows employees to enroll in courses, launch online trainings, and view their personalized transcripts.

Training: Employees, upon hire or promotion, are expected to possess the general education and experience to perform the duties of their job successfully. If additional, job-related training is necessary for an employee to become more proficient, Metro will provide this training.

Education: Metro encourages employees to pursue educational opportunities or work programs for professional development that are relevant to the employee’s work and that will enhance the employee’s job-related skills. Depending on budgetary constraints, Metro may or may not reimburse employees for education-related expenses.

**Procedures**

**Training**

1. All regular status employees and temporary employees may participate in training courses offered through Metro or by outside entities. Employees must obtain advance approval from their manager before enrolling in training. Training opportunities are subject to budgetary limitations and priorities.



2. Metro will provide information about internal training opportunities to all employees through the Metro Learning Center.
3. Employees may participate in training offered by Metro during working hours provided it does not interfere with their work responsibilities. If management requires the training, it will be considered time worked for pay purposes.
  - a. Employees should request to attend Metro-sponsored training through the Metro Learning Center.
  - b. Employees should provide at least 24 hours notice when cancelling their enrollment.

### **Education**

4. Upon successful completion of the initial probationary period, all regular status, full-time employees and regular status, part-time employees (on a prorated basis) may pursue courses at a college or university that are directly related to their current position. Employees must receive approval at least thirty (30) day in advance from their department director and be performing their job duties at a satisfactory level in order to participate. The supervisor, manager, or Facility Director may approve time off with pay so an employee may attend courses or training which are related to the employee's current position and/or will result in improved job performance.
5. Employees may be reimbursed for tuition, textbooks, and related course material, with total reimbursement not to exceed \$1000 in any fiscal year. The tuition reimbursement per course shall not exceed the tuition rate for a similar course at Portland State University. The specific amount of reimbursement is at the department director's discretion and is subject to budgetary limitations and priorities.
6. If an employee terminates employment or is terminated for cause within one year of completion of the course, he or she shall refund Metro a proportional amount of the course costs. To determine the prorated amount, the course cost will be divided by 12 months. The employee will repay the cost less the prorated amounts for the months worked since completion of the course.
7. To receive reimbursement for courses at a college or university, an employee must:
  - a. obtain approval from their Department Director at least 30 days prior to proposed enrollment;
  - b. receive a grade of "C" or better or a "Pass" grade if the class is graded on a "Pass-Fail" basis;
  - c. provide proof of satisfactory completion of the approved course. Metro will make reimbursement within 30 days after receiving proof of satisfactory completion; and
  - d. show proof that they did not receive tuition reimbursement from other sources for the amount reimbursed by Metro.

### **Professional memberships and conferences**

8. Metro shall pay for professional or trade memberships for employees when deemed appropriate by the Department Director, subject to the availability of budgeted funds.

9. Attendance at conferences, conventions or other external meetings at Metro's expense shall be authorized at the discretion of the Department Director.
  - a. Authorization shall be based on budget considerations and the degree to which the subject matter of the meeting is directly related to the employee's current duties.
  - b. Members of professional associations may be permitted to attend meetings of their association if the Department Director determines that the employee's attendance is in the best interest of Metro.

## **Responsibilities**

### Employees:

- Discuss training and professional development needs with their managers as part of the annual performance appraisal process (PACE).
- Satisfactorily complete training as outlined above.
- Apply newly acquired knowledge and skills to their work.

### Supervisors:

- Discuss training and professional development needs with employees as part of the annual performance appraisal process.
- Work with employees to prepare development goals and identify training and development resources that align with their current position and/or promotional opportunities within Metro.

### Department Directors:

- Prioritize training and development needs and provide appropriate budget and resources.
- Approve or deny requests for professional memberships and attendance at conferences.

### Human Resources:

- Communicate Metro-sponsored training opportunities to all employees.
- Collaborate with managers to identify training needs and resources.
- Coordinate delivery of training where appropriate and evaluate training effectiveness.



**DRAFT**  
**5/21/14**

**Subject** Workers' Compensation and Return to Work  
**Section** Financial and Regulatory Services (Risk Management); Human Resources  
**Approved by**

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## **POLICY**

*This policy addresses reporting of workplace injuries, workers' compensation claims and return to work procedures.*

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### **Applicable to**

All part-time, temporary, seasonal, or full-time employees, interns and volunteers when covered by Metro workers' compensation insurance policy.

*Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of that agreement will prevail.*

### **Definitions**

Health care provider: A doctor or other medical practitioner authorized to provide care under ORS chapter 656 (Workers' Compensation) and other applicable law.

Occupational Injury: An occupational injury or illness that arises from the course and scope of employment and accepted by the Metro's workers' compensation insurer.

Non-Occupational Injury or Illness: Any illness or injury that does not result in an accepted workers' compensation claim.

Temporary modified work: Work assignments that have been temporarily adjusted to comply with medical restrictions issued by a health care provider, and that are appropriate to the worker's physical abilities, knowledge, and skills.

### **Guidelines**

1. All injuries must be reported to a supervisor immediately on the day the injury occurs.
2. Supervisors are responsible for ensuring documentation of the incident using a written incident report form. Documentation may be completed by the injured employee or by any

employee, supervisor or manager with knowledge of the incident if the injured employee is unable or unwilling to do so.

3. Incident reports must be completed within 24 hours of the incident or reporting of the incident.
4. Injured employees should complete an 801 form only after they seek medical treatment beyond on-site first aid. Submit the completed 801 to the Workers' Compensation Specialist according to your department's routing process.
5. Injured employees must obtain a written work release or restrictions from their health care provider after every medical visit prior to returning to work.
6. Metro will evaluate options for providing temporary modified work within the worker's physical abilities, knowledge, and skills.
  - a. Metro reserves the right to determine the availability, appropriateness and continuation of all temporary modified work assignments. Metro Risk Management, OMA and/or HR may also determine that temporary modified work is not in the best interest of Metro and decline to offer it.
  - b. Metro may elect to change the working shift or location of any employee at any time based on legitimate business needs be subject to labor contract, personnel policies or state/federal law.
  - c. Temporary modified work may be provided in other divisions or departments with the approval of that department or facility director.
  - d. Temporary modified work assignments will initially be made for up to 90 days.
  - e. Employees may be assigned to consecutive modified positions but the total duration of modified work must not exceed 12 months from the date of a) injury or b) the start of modified work, whichever occurs later.
  - f. Absences related to a workers' compensation claim are tracked concurrently with OFLA/FMLA in Metro's attendance system only when legally permitted.
7. Employees may use accrued leave for occupational injury absences not covered or paid by workers' compensation time loss benefits in accordance with the applicable leave policy or collective bargaining agreement. Employees may *not* use accrued leave to supplement time loss payments for absences that are covered by workers' compensation time loss benefits unless authorized by the applicable collective bargaining agreement.
8. Metro has the following reporting requirements:
  - a. Injured workers must immediately report changes of their work restrictions to their supervisors.
  - b. When injured workers are off work due to an authorized extended time off, they must report in to their department once a week or when their medical restrictions change, whichever occurs first.
  - c. Injured workers with permanent restrictions must state in writing their wish to continue employment with Metro and call in weekly to inquire about suitable and available work.
9. Employees who are unable to perform their regular duties due to an injury, illness or medical condition may have additional options under other laws and Metro policies, including the

Americans with Disabilities Act (ADA), Oregon Family Leave Act (OFLA), Family and Medical Leave Act (FMLA). Employees should consult the applicable Metro policies and contact the appropriate department for more information if needed.

## **Procedures**

### **Employee responsibilities**

1. Notify a supervisor and assist in documenting with an incident report all injuries at work before the end of the shift on the day the injury occurs.
2. Seek medical treatment if necessary.
  - a. Contact your existing medical provider or family physician; or
  - b. Contact Metro Risk Management (503 797-1895) for a list of providers; or
  - c. Access <http://mhninc.com> for a list of facilities or physicians.
3. When seeking medical treatment, notify your doctor that Metro provides temporary modified work.
4. Request written restrictions or a release to full duty after every visit to your health care provider(s).
5. Within one hour of seeking medical treatment, or as soon as you are physically able, notify your supervisor of the following:
  - a. That you have obtained medical treatment related to a work related injury.
  - b. That you wish to file a workers' compensation claim.
  - c. If you wish to use accrued leave for absences unpaid by workers compensation.
  - d. The release the doctor is giving you, any physical restrictions it has, and when you are returning to work.
6. Complete and submit an 801 Report of Injury Claim form within 24 hours of seeking medical treatment.
7. When you are reporting to work with temporary modified duties you will be expected to:
  - a. Accept or refuse an offer of temporary modified work by signing a written job offer if provided to you by Metro.
  - b. Work within the physical restrictions provided by your health care provider.
  - c. Notify your supervisor if you are experiencing discomfort while working.
  - d. Return to your health care provider if you feel you cannot perform the work within the restrictions.
8. When modified work is not available or your health care provider has placed you off work, you must:
  - a. Provide your supervisor and Risk Management with a current address and telephone number (listed or unlisted).
  - b. Contact your supervisor every Monday unless alternate arrangements are made with your supervisor.
  - c. Notify your supervisor of your choice to use accrued leave for absences unpaid by workers compensation.
  - d. Report to your supervisor within 24 hour or the next scheduled shift (whichever comes first) when your attending physician releases you to return to work.

9. In all cases, you are required to notify your supervisor within 24 hours of all changes in medical condition and provide a written copy of the restrictions or release to full duty.

### **Supervisor Responsibilities**

1. When an employee reports an occupational injury, supervisors are required to:
  - a. Clock the employee "out" in Metro's timekeeping system at the time the employee leaves the work site for medical treatment.
  - b. Ensure an Incident Report is completed for all accidents and incidents with 24 hours of the occurrence.
  - c. Provide the employee with an 801 Report of Injury claim form within 24 hours of seeking medical treatment for a work related injury. Investigate the cause of the accident and take any steps needed to ensure workplace safety.
  - d. Review injured worker's accrued leave balances with them and ask if they wish to use accrued leave for absences unpaid by workers compensation. Notify Workers Compensation Specialist of the injured workers choice so appropriate setup of timekeeping system occurs.
  - e. Submit the completed incident report and 801 claim form to Risk Management within three days of the employee seeking medical treatment.
  - f. Provide the workers' compensation specialist with all copies of work releases or a release to regular duty.
2. If your employee has written temporary restrictions, supervisors are required to:
  - a. Review the restrictions.
  - b. Contact the Workers Compensation Specialist to discuss suitable and available temporary modified work options.
  - c. Verbally offer suitable and available temporary modified work to any employee filing a workers' compensation claim and providing written restrictions from a physician.
  - d. Immediately notify the Workers' Compensation Specialist employee's acceptance of temporary modified work and the employee's schedule.
  - e. Monitor your employee to ensure they are working within their restrictions.
3. If your employee is absent or has a reduced schedule due to their occupational injury:
  - a. Contact the Workers' Compensation Specialist for guidance regarding coding in the timekeeping system.
  - b. Enter the partial or full day hours missed in the OFLA/FMLA Leave editor to be applied to their OFLA/FMLA leave case, if applicable.
  - c. Establish reporting to work requirements with the injured worker.
4. Contact HR to discuss non-occupational injuries and related work restrictions.

### **Workers' Compensation Specialist Responsibilities**

1. Provide the injured worker, injured worker's supervisor and the insurance carrier with information and resources to assist them through the workers' compensation claim process in a timely fashion.
2. Upon receipt of an injured workers 801 Claim form:
  - a. Forward 801 claim form to the insurance carrier.

- b. Set up the workers compensation OFLA/FMLA leave case in Metro's timekeeping system based on injured workers choice of leave use or non-use.
3. Discuss suitability and details of temporary modified work offered with the injured worker's supervisor.
4. Submit temporary modified job descriptions and physical requirements to SAIF for approval by the treating physician.
5. Develop job offer letters when necessary upon receipt of approved job descriptions by the treating physician.
  - a. Upon receipt of an approved job description from the attending physician, the workers' compensation specialist will prepare a written temporary modified work job offer letter.
  - b. The workers' compensation specialist will mail the temporary modified work job offer letter by both regular and certified mail to the worker's last known address.
  - c. The letter will note the doctor's approval and will explain the job duties, report date, wage, hours, and report time duration of temporary modified work assignment, phone number, and location of the temporary modified work assignment.
6. Forward all copies of job descriptions, work releases, and job offer letters will to Metro's insurance carrier.
7. Coordinate the communication between all parties when the injured worker develops permanent restrictions and cannot perform the essential functions of their job. This includes:
  - a. Notifying Supervisor, Risk Manager, Human Resources, Legal Department and Insurance carrier.
  - b. Accepting calls from employee inquiring about suitable and available work.
  - c. Working with Human Resources to determine suitable and available work.
  - d. Communicating any suitable and available work to the employee

### **Reemployment process related to ORS 659A**

8. If Metro is notified that an employee has permanent restrictions, Metro will:
  - a. Contact the employee's supervisor and director to see if permanent modified work is available.
  - b. If permanent modified work is not available, risk management will contact Metro Human Resources to initiate a search for "suitable and available work" as noted in ORS 659A.046.
  - c. If Metro determines a position is "suitable and available," Metro will prepare a written job offer for approval from the injured worker's physician.
  - d. If the injured workers' physician approves the written job offer, Metro will use certified mail to send a copy of the of the approved written job offer to the employee's home address.
  - e. The employee has seven (7) days from the date of mailing to accept the position, sign and return the written job offer.

### **References**

Oregon Revised Statutes Ch. 656; 659A.040-052



## Metro | *Policies and procedures*

DRAFT  
4/22/14

**Subject** Workplace Violence and Restriction of Weapons  
**Section** Human Resources; Financial and Regulatory Services (Risk)  
**Approved by**

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### **POLICY**

*Metro is committed to maintaining a safe environment free of all forms of violence and intimidation. Workplace violence and possession of weapons are prohibited on all Metro premises and while on duty for Metro.*

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### **Applicable to**

All employees, interns, and volunteers.

*Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of that agreement will prevail.*

### **Definitions**

Metro premises: All property owned, leased, managed or controlled by Metro, including parking areas and outdoor grounds.

Workplace violence: Any act of physical, verbal, or written aggression by an individual in or related to the workplace. This includes, but is not limited to, verbal or physical threats or intimidation, assault or battery, and destruction or abuse of property.

Weapon: Any instrument or material for or which the primary purpose or typical use is to cause injury, harm or intimidation, or that the user intends to use for such purpose. Approved work tools are not considered weapons. Weapons prohibited under this policy include, but are not limited to:

- a. firearms of any kind, whether loaded or unloaded (prohibited even with concealed carry permit);
- b. straight razors, knives and similar instruments, other than an ordinary pocketknife with a blade shorter than three and one-half inches;
- c. mace, tear gas, and similar agents;
- d. electrical stun guns;
- e. clubs and similar instruments;
- f. fireworks and other explosives; and
- g. any other instrument or material prohibited in public buildings by law.

### **Guidelines**

1. All forms of workplace violence are prohibited while on duty or on Metro premises. Violence against other employees, interns, volunteers, contractors, or other representatives or



associates of Metro is prohibited even if the conduct does not occur in the workplace or while on duty.

2. Employees, interns, and volunteers may not possess weapons while on duty or on Metro premises except as noted below:
  - a. Tools that have been approved by the supervisor for use at work are permitted. Examples of work tools include pepper spray carried by a security officer or a knife used by a stagehand or chef. Work tools may not be used in a violent, intimidating, intentionally unsafe or reckless manner.
  - b. The prohibition on weapons does not apply to law enforcement and others who are not employed by Metro and are authorized by ORS 166.370 to possess firearms or dangerous weapons in public buildings. The prohibition on weapons otherwise applies, regardless of whether the bearer has a license to carry a concealed weapon.
3. Employees, interns, and volunteers have a duty to report possible violations of this policy.
4. When responding to a violation or a report of a violation of this policy, Metro's highest and most immediate priority will be to protect the safety of staff and the public and, at the Oregon Zoo, the welfare of the animals in its care.

### **Procedures**

1. Anyone who threatens violence, exhibits threatening behavior, possesses prohibited weapons or engages in violent acts while on Metro premises or on duty will be removed from the premises as quickly as possible without compromising safety, and will be prohibited from re-entering Metro property until an investigation is completed. Employee violations of this policy will lead to discipline up to and including immediate termination, and may be referred to law enforcement if appropriate.
2. Anyone who observes or becomes aware of a possible violation of this policy by any person, including a visitor to Metro, must report it immediately to a manager, security staff and/or the Human Resources (HR) Department. In an emergency, employees should call 911. Reports should be made immediately or as soon as it is safe to do so.
  - a. A witness to a violation of this policy must also complete an incident report and submit it to the Financial and Regulatory Services' Risk Management Division within one business day of the incident.
  - b. Metro will not identify the employee making the report without the employee's written consent unless disclosure is necessary to an investigation or legal process and allowable by law. In that case, Metro will protect the confidentiality of the reporting employee to the greatest extent feasible without impairing the investigation or legal process.
  - c. Retaliation of any kind for reports or suspected reports is prohibited and will lead to discipline up to and including termination.
3. All employees who apply for or obtain a protective or restraining order that lists any Metro location as a protected area must provide the HR Department and/or the Office of Metro Attorney (OMA) with a copy of the petition and any associated declarations; a copy of any temporary restraining order; and a copy of any permanent restraining order or protective order that is granted.
  - a. OMA will be responsible for informing the appropriate staff.
  - b. Victims of domestic violence, sexual assault, stalking, or harassment may be eligible for additional protections under Metro policy and applicable law. Please contact HR for more information if needed.

4. Employees who would like to talk with a counselor regarding concerns about threats or violence, whether or not arising from work, are encouraged to contact Metro's Employee Assistance Program for free confidential services.

## **Responsibilities**

### Employees:

- Do not engage in workplace violence or possess prohibited weapons on Metro premises.
- Immediately report any violations of this policy to Security, HR, and/or 911 as soon as it is safe to do so.
- Complete an incident report and submit it to the Financial and Regulatory Services' Risk Management Division within one business day of the incident.
- Notify HR or OMA if you have petitioned for a restraining order affecting Metro premises.
- Contact HR if you have any questions about this policy or would like referral information for counseling.

### Supervisors and Managers:

- Take all reports of violence and weapons seriously and contact Security or 911 as appropriate. Notify the Department Director and the HR Department as soon as possible.

### Human Resources Department:

- Investigate possible violations of this policy and recommend disciplinary action as appropriate.
- Provide referral information as needed.

### Office of Metro Attorney:

- Notify appropriate staff in response to restraining orders related to Metro premises.
- Review requests for individual exceptions to weapons prohibition.

### Chief Operating Officer/Visitor Venues General Manager

- Approve individual exceptions to weapons prohibition as appropriate.

## **References**

ORS 166.360 – 166.370 (possession of weapons in public buildings)

Domestic Violence, Sexual Assault, Harassment and Stalking Protections policy

Incident report form and procedures (on intramet Risk Management page)