

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 12-14

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 A.

Passed by the Commission on August 1, 2012.

Chair

Secretary-Treasurer

Approved As To Form:

Alison Kean Campbell, Metro Attorney

By: 

Nathan A. Schwartz Sykes, Senior Attorney

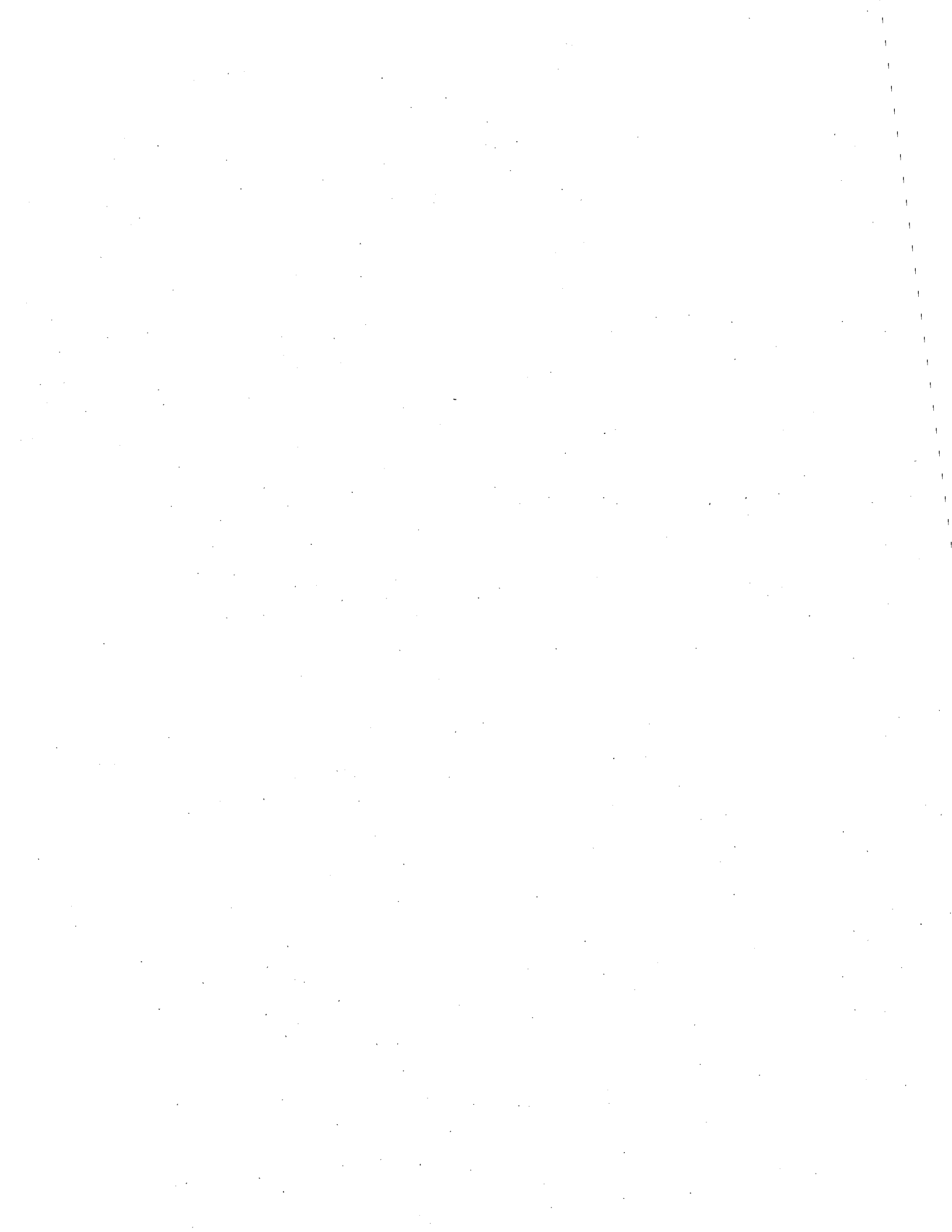


EXHIBIT A, RESOLUTION 12-14 - POLICY MATRIX BATCH #2B

Following is a list of policies that Metro Human Resources has created or recently updated. These proposed policies supersede those listed in the Metro Employee Handbook (EO #88) and the MERC Personnel Policies Handbook (8/1/07). All other policies in those documents remain in force.

Policy	Existing MERC Policy	Existing Metro Policy	Legal Requirement	Policy Summary	Fiscal Impact	Business Impact
Jury duty and witness leave	Yes 16.6	Yes E.O. 88 (31)(B)	Yes ORS 10.090; new HB 282B eff. Jan 2012	<ul style="list-style-type: none"> Provides paid leave for service as a juror or witness, consistent with current policies. Provides unpaid leave when an employee is a witness in a case to which he or she is a party, consistent with current policies. Updates policy to reflect new state law requiring continuation of benefits during jury service. Reconciles differences between MERC and Metro policies in regard to covered employees. Current MERC policy applies to full-time employees only; current Metro policy applies to permanent employees only. Proposed policy applies to all regular and limited duration employees who are eligible to receive benefits, so for MERC it will remain limited to full-time only. Clarifies expectations for return to work after a partial day of jury or witness service. Provides that with the employee's permission, Metro may petition the court to excuse employee in the event that the absence would cause extreme hardship. 	<ul style="list-style-type: none"> None: does not change coverage for MERC employees. Limits legal liability. 	<ul style="list-style-type: none"> Promotes consistent practices across the agency. Clarifies procedures. Ensures compliance with state law.
Leave without pay	Yes 16.8	Yes E.O. 88 (30)	No	<ul style="list-style-type: none"> Allows discretion to award a full-time, benefits-eligible regular status or limited duration employee an unpaid leave of absence for any reasonable purpose, provided such leave can be 	<ul style="list-style-type: none"> None – MERC and Metro already have Leave Without Pay policies. Leave is 	<ul style="list-style-type: none"> Promotes consistent practices across the agency.

				<p>scheduled without adversely affecting Metro's operations.</p> <ul style="list-style-type: none"> • Reconciles differences between MERC and Metro policies in regard to length of leave; adopts shorter MERC timeframe. • Reconciles differences between MERC and Metro policies in regard to the approval process. 	discretionary.	<ul style="list-style-type: none"> • Clarifies procedures.
Payroll procedures	Yes Section 7	Yes E.O. 88 (12)	Yes Wage and hour laws	<ul style="list-style-type: none"> • Outlines payroll procedures and responsibilities in more detail than current policies. • Includes procedures for resolving underpayments and overpayments consistent with applicable law. 	<ul style="list-style-type: none"> • Limits legal liability. 	<ul style="list-style-type: none"> • Clarifies procedures. • Ensures compliance with state and federal law.