

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 11-18

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

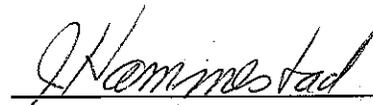
WHEREAS, the Metropolitan Exposition Recreation Commission (MERC) is authorized to adopt personnel policies pursuant to Metro Code Sections 2.02.010 (b) and 6.01.040(a); and

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.

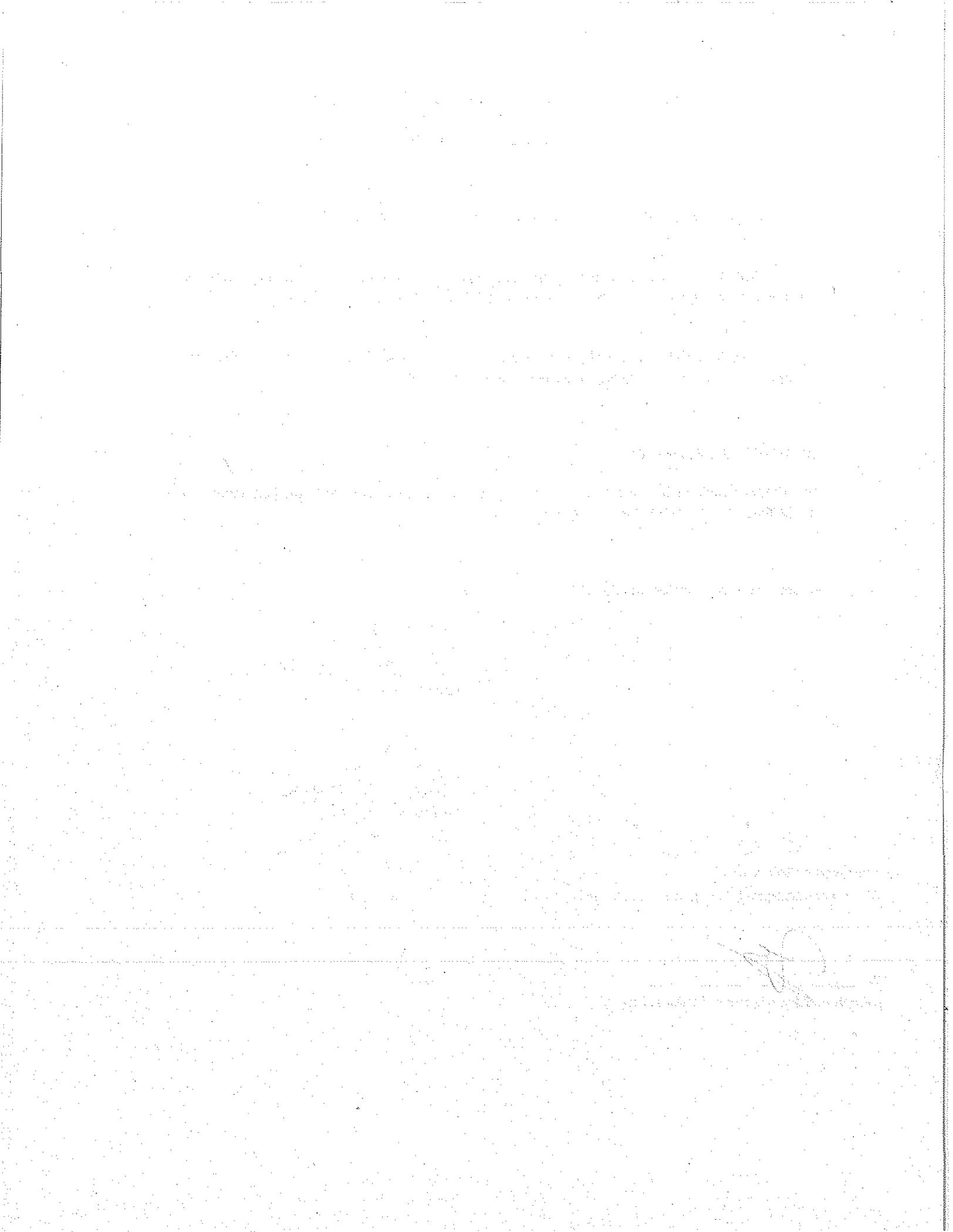
Passed by the Commission on July 6, 2011.


Chair


Secretary-Treasurer

Approved As To Form:
Alison Kean Campbell, Acting Metro Attorney

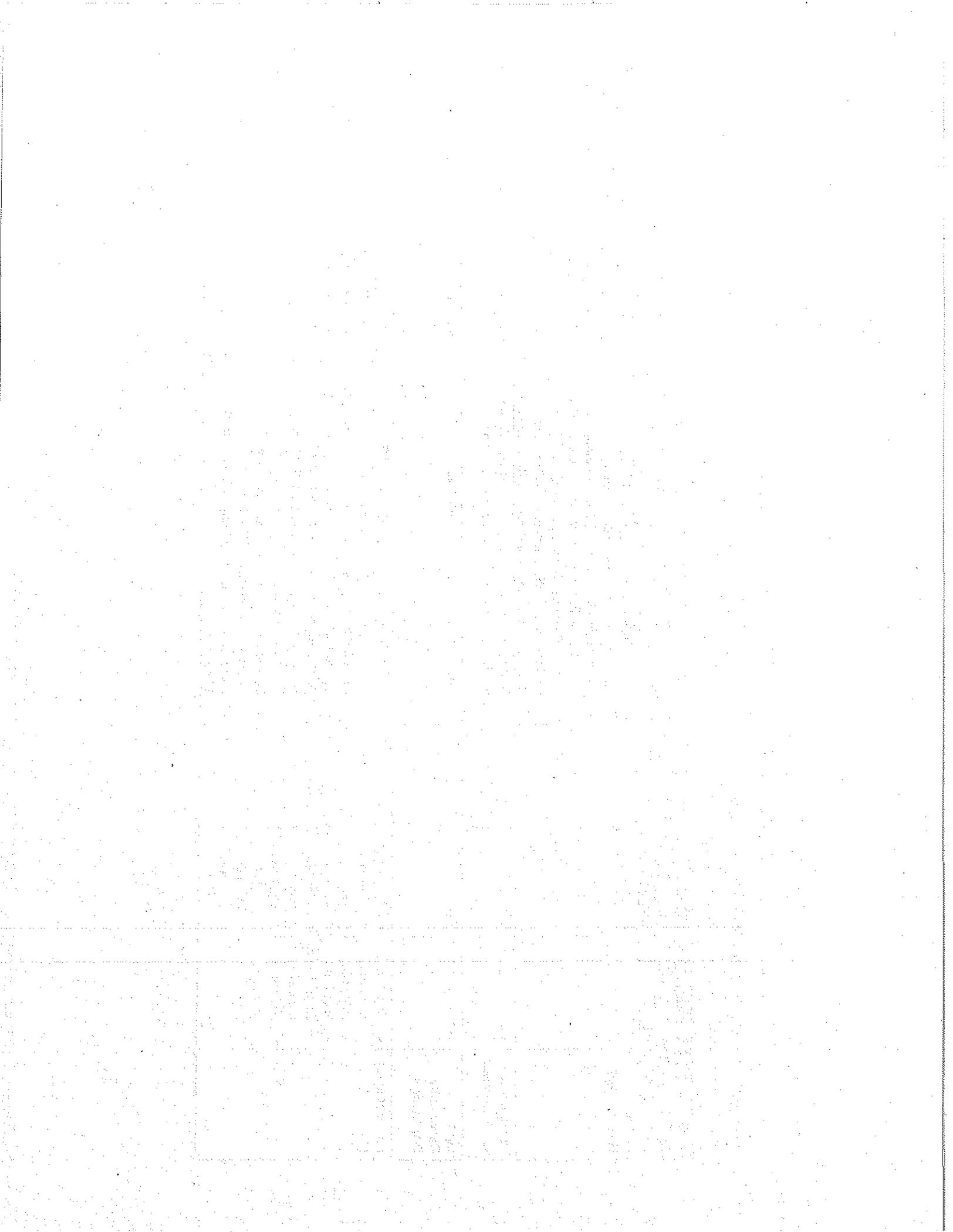
By: 
Nathan A. Schwartz Sykes, Senior Attorney



BATCH #1 POLICY MATRIX

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

Policy	Existing MERC Policy	Existing Metro Policy	Legal Requirement	Policy Summary	Fiscal Impact	Business Impact
Criminal History Check	No	No	No	<ul style="list-style-type: none"> Adds a background check for finalists to all new positions or internal promotions/transfers Identifies positions for internal and promotional recruitments that are safety sensitive, have fiduciary responsibility (cash handling or access to funds and fund transfers) or direct unsupervised access to children where background checks will be required 	<ul style="list-style-type: none"> Cost of checking backgrounds is minimal since only finalists for jobs receive screening 	<ul style="list-style-type: none"> Better scrutiny of candidates minimizes risk of negligent hiring
Discrimination and Harassment	Yes	Yes	Yes	<ul style="list-style-type: none"> Outlines procedures for reporting and investigating incidents of harassment and/or discrimination 	<ul style="list-style-type: none"> Limits liability/risk 	<ul style="list-style-type: none"> Provides clear language on Metro values
Equal Opportunity Employment	Yes	Yes	Yes	<ul style="list-style-type: none"> Updates language, outlines guidelines 	<ul style="list-style-type: none"> Limits liability/risk 	<ul style="list-style-type: none"> Provides clear language to public on Metro's commitment to equal opportunity
Family Medical Leave	<ul style="list-style-type: none"> Tracking is 12 month look back Requires employees to use leave accruals when on leave 	<ul style="list-style-type: none"> Tracking is 12 month look forward Does not require employee to use leave accruals on paid leave 	Yes	<ul style="list-style-type: none"> Updates language to include mandated Military Caregiver Leave, Qualifying Exigency Leave, Spousal Leave for Military Families, Domestic Violence Leave Updates MERC/Metro to a single leave tracking to meet BOLI requirement employers adopt a single leave tracking year -provides 60 day transition that gives best option for employees Updated policy requires employees to use leave accruals when taking qualified leave Clarifies procedure for notifying, using and tracks leave notification 	<ul style="list-style-type: none"> Additional software module activated to centralize tracking 	<ul style="list-style-type: none"> Ensures employee leave rights are transparent Provides consistent practices throughout agency



Immigration and Control Act (I-9)	Yes	Yes	Yes	<ul style="list-style-type: none"> Changes mandated by Department of Homeland Security includes language for compliance, receipt and retention of I-9 and related documents 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> No
Nursing Mothers Accommodation	Yes	Yes	Yes	<ul style="list-style-type: none"> Outlines State and Federal Guidelines providing locations for expression of milk Updates language on timekeeping Clarifies Metro's obligation to ensure appropriate locations at all facilities 	<ul style="list-style-type: none"> None unless facilities need remodeling additions to be in compliance 	<ul style="list-style-type: none"> No
Sales Incentive Plan	No	No	No	<ul style="list-style-type: none"> Provides annual incentive goals that are approved through the budget process for sales teams Participants receive bonuses in lieu of salary increase except under specific circumstances Outlines structure of plan and responsibilities for monitoring/auditing success of goals Plan will be offered at OCC FY 11-12 and then evaluated 	<ul style="list-style-type: none"> Within the guidelines in approved FY 11-12 budget Potential for revenue vs. expense is within acceptable range 	<ul style="list-style-type: none"> Aligns sales teams with industry practices Gives management immediate feedback on programs at both group / individual level Allows management to target current "need" periods with specific goals/incentives to increase bookings and utilize facilities on an expanded basis
Temporary and Seasonal Employees	No	No	No	<ul style="list-style-type: none"> Outlines guidelines and procedures for hiring and managing temporary and seasonal workers 	<ul style="list-style-type: none"> Helps manage unemployment costs/ PERS contributions 	<ul style="list-style-type: none"> MERC does not use many temp/seasonal workers so most of the impact is at Metro
Training and Education Policy	Yes	Yes	In some cases for certification/ compliance	<ul style="list-style-type: none"> Formalizes current practice Differentiates between training/education Explains procedures for requesting training and tuition reimbursement 	<ul style="list-style-type: none"> Provides better accountability for fiscal resources 	<ul style="list-style-type: none"> Better training of workforce provides opportunities for career advancement/retention Stronger, more competitive organization
Veteran's Preference	Yes	Yes	Yes	<ul style="list-style-type: none"> Outlines guidelines for Veteran's preference during the recruitment and selection process Removes redundant language regarding minimum 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> Gives better direction during hiring process so managers meet legal

				qualifications • Insures compliance with state law		requirements
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MERC STAFF REPORT

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

Resolution No. 11-18

Presented by: Mary Rowe, Metro HR Director

Date: July 6, 2011

Background and Analysis:

The MERC Commission last approved a venues policy handbook in August 2007. Since that time, there are new laws, additional regulations, and a need to update the information. Under a directive from the Metro Chief Operating Officer, a review of both the MERC policy handbook and the Metro handbook EO #88 was done to determine where there is policy overlap, best practices language, and the most urgently needed changes. The goal is to provide all Metro employees with one set of personnel policies and procedures that will serve as the primary set of practices for non-represented staff and for represented employees where contract language is silent. Human Resources staff in consultation with department managers, the Office of Metro Attorney, and the Metro Senior Leadership Team has developed these policies.

The new policies will have a rolling implementation; with groups of policies, approved, distributed and implemented in batches. This departure from the past method of adopting an entire policy handbook allows management to respond promptly and efficiently to changing workplace conditions. It also meets Metro's sustainability goals since most employees will be able to access the information on-line. Printed copies will be available for those employees without internet access.

RESOLUTION:

Attached is a spreadsheet (Exhibit A) that shows the first group of policies submitted for MERC Commission approval.

LONG RANGE FISCAL IMPACT:

There is no fiscal impact associated with implementation of these policies.

RECOMMENDATION:

Staff recommends approval of Resolution 11-18.

