

EXECUTIVE ORDER NO. 87

EFFECTIVE DATE: April 25, 2005

SUBJECT: BUILDING CLOSURE POLICY FOR METRO REGIONAL CENTER

This Executive Order sets forth procedures and pay policies for employees reporting to work at Metro Regional Center during inclement weather and other situations that might result in a building closure. Employees at other Metro facilities will follow established procedures for each specific location. **These procedures replace all prior Executive Orders regarding inclement weather for Metro Regional Center employees.**

I. GENERAL

All employees are expected make every reasonable effort to report to work on time and to work their scheduled hours, subject to this policy. The following procedures apply when the Chief Operating Officer determines that late opening, early closing, or closing of Metro Regional Center is warranted, or when inclement weather unavoidably prevents an employee from working his or her scheduled hours.

II. POLICY AND PROCEDURES

A. **General Rules.** The Chief Operating Officer may decide to curtail operations or close the Metro Regional Center during inclement weather or under other hazardous conditions in order to protect the health or safety of employees and the public, or to protect Metro property.

1. **Notification**

If conditions warrant curtailed operations or building closure, MRC employees should determine building status before reporting to work.

- a. Building closures will normally be available on voicemail and www.pdxinfo.net by 6:30 AM.
- b. Closure information may be available on radio or television stations. However, employees should confirm closure information directly by checking voicemail or www.pdxinfo.net.

2. **Compensation of MRC employees during building closure.**

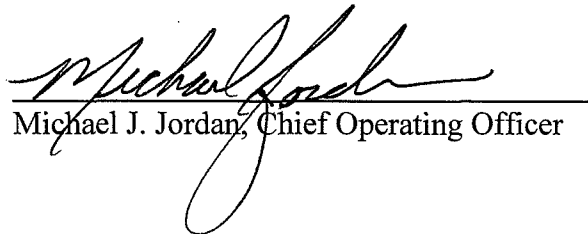
Except as otherwise provided by law or collective bargaining agreements, MRC employees shall be paid as follows during building closures:

- a. Employees not scheduled to work. Employees not scheduled to work or scheduled to be on approved leave during any MRC building closure will be compensated consistent with the work schedule or approved leave and shall record their time according to the applicable leave policy.
- b. Metro Regional Center Modified Schedule. In the event of a delayed opening or early closure of the MRC, the modified hours will be treated as the full workday for employees who report to work. Any employee who is unable to report to work may take the time as unpaid leave or may charge the absence to any accrued leave balance, except sick leave, but shall not be credited with paid time for the modified schedule. Non-exempt employees who require additional travel time may take the time as unpaid leave or may charge the additional time to any accrued leave balance, except sick leave. Employees unable to work the full modified schedule shall follow departmental procedures for notifying Metro of the absence.
- c. Metro Regional Center closed. If the Metro Regional Center is closed, MRC employees who are scheduled to work will be paid for their regular shift. Such employees should also follow additional policies and procedures established by their individual departments for building closures.

B. Exception For Certain Employees. Employees who work at Metro facilities other than the Metro Regional Center shall follow specific inclement weather procedures established and maintained at each facility to ensure the safety and security of the facility.

The presence of certain MRC employees, designated by their Department Director and approved by the Chief Operating Officer in writing in advance of a closure, may be required to ensure the safety and security of the Metro Regional Center. Unless otherwise provided by a collective bargaining agreement, designated employees required to work during Metro Regional Center closures will be paid at their overtime rate, if any, for hours worked during the closure.

IT IS SO ORDERED this 25th day of April, 2005.


Michael J. Jordan, Chief Operating Officer