

**EXECUTIVE ORDER NO. 88**  
**METRO PERSONNEL POLICIES**

**I. PURPOSE**

The purpose of these policies is:

- A. To provide and maintain a system of personnel administration for all non-represented employees, seasonal employees, and temporary employees in which the appointment and retention of persons in Metro employment shall be achieved on the basis of promoting the public welfare and implementing Metro's responsibilities.
- B. To establish and maintain a position classification plan which shall group all positions into classifications based upon their duties and responsibilities.
- C. To provide for a compensation plan which shall include for each classification a minimum and/or maximum salary rate and such intermediate salary rates as the Council considers necessary and equitable.
- D. To promote efficiency, economy and public responsiveness in the operation of Metro.
- E. To provide that the employees covered by these rules shall be subject to proper employee conduct, the satisfactory performance of work and the availability of funds.
- F. Nothing contained in this section or elsewhere in these policies shall be construed as any guarantee of hours worked per day or per week.

**II. REPRESENTED EMPLOYEES**

- A. These policies shall apply to all employees, except that represented employees who are in certified or recognized bargaining units shall have all aspects of their wages, hours, and working conditions determined by collective bargaining agreements, except with regard to the recruitment and selection of applicants for initial appointment to a position, and except as addressed in these policies. If a conflict exists between these policies and the terms of a valid collective bargaining agreement, the collective bargaining agreement shall govern.
- B. Where a collective bargaining agreement contains any type of grievance resolution procedure, that procedure, including any procedural and/or substantive limitations placed upon it by the collective bargaining agreement, shall be the sole and exclusive remedy for employees in that bargaining unit.
- C. Copies of proposed amendments to these policies shall be given to union(s) representative at least 30 days prior to the date they are to be effective.

### **III. ADMINISTRATION OF THE RULES**

The Chief Operating Officer shall be responsible for:

- A. Administering or delegating the administration of all the provisions of these policies, and 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/her designee shall be final and binding.
- B. Reviewing and recommending to the Council necessary changes to these policies.
- C. Publishing a Personnel Procedures Manual to implement the provisions of these policies.

### **IV. AMENDMENT**

These policies shall be amended solely by the Chief Operating Officer.

### **V. DEFINITIONS OF PERSONNEL TERMS**

For the purposes of these policies unless the context requires otherwise, the following terms shall have the meanings indicated:

- A. **“Auditor”** means the elected Auditor of Metro or his/her designee.
- B. **“Chief Financial Officer”** means the person responsible for managing the financial affairs and budget of Metro and designated as such by the Chief Operating Officer.
- C. **“Chief Operating Officer”** means the person holding the position of Chief Operating Officer established by Section 2.20.010 of the Metro Code.
- D. **“Council”** means the elected governing body of Metro.
- E. **“Department”** means a major functional unit of Metro as designated by the Chief Operating Officer.
- F. **“Department Director”** means a person designated by the Chief Operating Officer to be responsible for the administration of a department or his/her designee.
- G. **“Division”** means a major functional unit of a department.
- H. **“Employee”** means an individual who is salaried or who receives wages for employment with Metro.

- I. **“Exempt position”** means a position exempt from mandatory overtime compensation.
- J. **“Fiscal year”** means a 12-month period beginning July 1 and ending June 30.
- K. **“Flexible work schedule”** means an alternative work schedule 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. **“Full-time”** means a position in which the scheduled hours of work are 40 hours per week and which is provided for in the adopted budget.
- M. **“Hourly rate”** means the rate of compensation for each hour of work performed.
- N. **“Immediate family”** means the husband, wife, son, daughter, father, mother, brother, sister, father-in-law, mother-in-law, grandparents or any relative living in the employee’s household.
- O. **“Layoff”** means a separation from employment because of organizational changes, lack of work, lack of funds, or for other reasons not reflecting discredit upon the employee.
- P. **“Non-exempt”** position means a position that is eligible for overtime compensation.
- Q. **“Non-represented employee”** means an employee who is not in a recognized or certified bargaining unit.
- R. **“Part-time”** means a position in which the scheduled hours of work are less than 40 hours per week but at least 20 hours or more per week and which is provided for in the adopted budget.
- S. **“Permanent employee”** means an employee who is appointed to fill a budgeted position and who is not temporary or seasonal. However, the term permanent does not confer any form of tenure or other expectation of continued employment.
- T. **“Permanent position”** means a budgeted position which is not temporary or seasonal. However, the term permanent does not confer any form of tenure or other expectation of continued employment.
- U. **“Personnel action”** means the written record of any action taken affecting the employee or the status of his/her employment.
- V. **“Human Resources Director”** means the employee appointed by the Chief Operating Officer to administer the provisions of these policies regardless of whether the person is also a Department Director.

- W.** “**Personnel file**” means an employee’s official personnel file which is kept in the office of human resources.
- X.** “**Personnel Procedures Manual**” means a manual developed by the office of human resources and approved by the Chief Operating Officer to implement the policies and provisions of these policies.
- Y.** “**Probationary period**” means a continuation of the screening process during which an employee is required to demonstrate fitness for the position to which the employee is appointed or promoted. Successful completion of any probationary period is for Metro’s internal screening process only and does not confer any form of tenure or other expectation of continued employment.
- Z.** “**Probationary employee**” means an employee serving any period of probation.
- AA.** “**Promotion**” means the change of an employee from a position in one classification to a position in another classification having a higher maximum salary rate.
- BB.** “**Reclassification**” means a change in 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, based upon the duties currently assigned to an existing position or to be assigned for a vacant position. If the position is filled, the incumbent employee is reclassified along with the position.
- CC.** “**Regular employee**” means an employee who has successfully completed the required initial probationary period occupying a permanent position.
- DD.** “**Reinstatement**” means the return of an employee to a position following a separation of employment.
- EE.** “**Represented employee**” means an employee who is in a recognized or certified bargaining unit.
- FF.** “**Resignation**” means voluntary separation from employment.
- GG.** “**Seasonal employee**” means an employee who is employed during peak seasons of the year and who may be scheduled as needed during the remainder of the year.
- HH.** “**Separation**” is the cessation of employment with Metro not reflecting discredit upon the employee.
- II.** “**Status**” refers to the standing of an employee.

- JJ.** “**Temporary employee**” means a nonstatus employee appointed for the purpose of meeting emergency, nonrecurring or short-term workload needs, or to replace an employee during an approved leave period, for a period not to exceed 1,044 hours within a fiscal year, excluding interns, work-study students, and CETA employees, or similar federal and state employment programs.
- KK.** “**Termination**” means the cessation of employment with Metro.
- LL.** “**Volunteer**” means an individual serving in a non-paid voluntary status.
- MM.** “**Work schedule**” means the assignment of hours of work by a supervisor.

## **VI. POSITION CLASSIFICATION PLAN**

- A.** The purpose of the classification plan is to provide an inventory of specifications for each classification. The plan shall be developed and maintained so that all positions substantially similar with respect to duties, responsibilities, authority and qualifications are included within the same class, and so that the same range of compensation will apply. Each permanent position shall be allocated to an appropriate classification on the basis of the duties and responsibilities of the position.
- B.** Classification titles shall be used in all personnel, budget and financial records.
- C.** The classification plan shall cover permanent full-time and permanent part-time positions, as adopted and amended by the Council.
- D.** The Chief Operating Officer or his/her designee shall establish administrative procedures to implement the classification and pay plans. The Chief Operating Officer may make administrative changes to classification specifications, title, and classification numbers. The Chief Operating Officer may annually revise salary ranges to reflect a cost of living adjustment.

## **VII. NEW CLASSIFICATIONS**

Any new classification added to the classification plan requires Council approval.

## **VIII. RECLASSIFICATION OF EXISTING POSITIONS**

Reclassification of an existing position from one existing classification to another existing classification may be approved by the Chief Operating Officer provided the reclassification can be accomplished with the limitations of the current budget.

## **IX. PAY PLANS**

- A. The Chief Operating Officer shall prepare pay plans for permanent positions and seasonal appointments which shall establish a salary range with a minimum and a maximum salary rate of pay appropriate for each class. The pay plans shall establish the eligibility of each classification to receive overtime compensation as indicated by exempt or non-exempt status.
- B. The pay plans shall equitably reflect the difference in duties and responsibilities, and shall be related to compensation for comparable positions within the job market.
- C. The Chief Operating Officer shall review the pay plans annually and include recommended revisions within his/her proposed budget. Said review may cover such items as changes in the Consumer Price Index and in salaries and benefits received by employees in the labor market.
- D. The Chief Operating Officer shall administer the pay plans based on the need and expectations of Metro along with suitable employee performance.
- E. The Chief Operating Officer may propose an agency-wide classification/compensation study for non-represented employees to assess classifications and evaluate compensation.

## **X. SALARY ADMINISTRATION**

- A. Current salary shall be used to calculate merit increases. Any annual revisions to the pay plans shall be added to the salary range of a classification, shall be cumulative, and shall be added to an employee's individual rate of pay. However, no employee's rate of pay shall be lower than the beginning rate of a salary range after a fiscal adjustment is made.
- B. **Administrative Policies**
  - 1. Upon initial appointment to a position, each employee should receive a salary at or 5 percent above the beginning salary rate of the salary range for the class to which the position is allocated. Appointment at or 5 percent above the beginning salary rate should be the general practice, with appointments above that level being the exception for outstanding qualifications and experience, and subject to departmental personal services budget resources and approval of the hiring Department Director with concurrent notification to the Chief Operating Officer.
  - 2. Employees hired at or promoted to the beginning salary rate of a salary range shall receive a 5 percent salary increase after successful completion of six continuous months of probationary service. The increase of 5 percent

shall be initiated by the office of human resources on the appropriate date. When an employee is appointed over the 5 percent above the beginning salary rate he/she is not eligible for a salary increase for one year, unless the Chief Operating Officer approves an extra meritorious salary increase based on outstanding performance after successful completion of six consecutive months of probationary service.

3. After an employee has reached 5 percent above the beginning salary rate, he/she is eligible for annual merit increases in 1 percent increments, not to exceed a total of 8 percent in any evaluation year, up to and including the maximum salary rate shown for the assigned salary range based on satisfactory performance which shall be effective on his/her anniversary date only.
4. All merit increases have to be authorized and approved by the Department Director and reviewed as to form by the Human Resources Director prior to implementation. A decision by the Department Director to grant or withhold a merit increase will be communicated to the employee in writing.
5. Merit increases (except as noted in subsection (b)(2) of this section) must be submitted to the Human Resources Director with a performance evaluation. Department Directors shall make every effort to complete the employee's evaluation by the employee's anniversary date. If the evaluation is not completed by that date, any merit increase assigned shall be retroactive to the employee's anniversary date not to exceed one year of retroactivity.
6. Criteria to be considered in recommending and granting merit increases should include but not be limited to:
  - a. Planning and organizing work, and meeting deadlines.
  - b. Competency and judgment.
  - c. Growth in and ability to handle job responsibilities.
  - d. Attitude.
  - e. Specific actions toward self-improvement, as necessary.
  - f. Recognition of excellence.
  - g. Productivity increases of tangible quantities and/or qualities.
  - h. Creative and innovative contributions.
  - i. Cost and budgetary savings realized, if any.

- j. Affirmative Action & EEO responsibilities.
  - k. Safety practices.
7. The Human Resources Director shall review performance evaluations to assure that appropriate criteria are included.
  8. When an employee is promoted or reclassified to a position in a classification with a higher maximum salary rate, the employee shall be placed on the beginning salary rate of the salary range or receive an increase of 5 percent, whichever is greater.
  9. A promoted employee shall receive a 5 percent increase upon successful completion of his/her six-month probationary period. The anniversary date shall be changed to reflect the effective date of the completion of this probation.
  10. A reclassified employee shall not serve a probationary period. An employee reclassified to a position in a classification with a higher maximum salary rate shall not receive a salary increase after completion of six months in the new classification. The employee's anniversary date shall reflect the effective date of the reclassification.
  11. When an employee is reclassified to a position in a classification with a lower maximum salary rate, the employee's salary rate shall not be reduced as long as the employee's current salary rate is within the lower salary range. If the employee's salary rate is above the new salary range, the employee's rate of pay shall remain the same (red-circled) until annual adjustments to the pay plan bring the employee's rate within the new classification range. At that time, the employee will become eligible for merit increases.
  12. When an employee is voluntarily demoted to a position in a classification with a lower maximum salary rate, the employee's salary rate shall not be reduced as long as the employee's current salary rate is within the lower salary range. If the employee's salary rate is above the new salary range, the employee's salary will be reduced to the highest rate of the new range. In no case, shall an employee's current salary rate be increased upon voluntary demotion.
- C. A Department Director may assign an employee, in writing, to work "out of class." Whenever an employee is assigned to work temporarily in a higher classification for a period in excess of 10 consecutive work days, he/she shall be considered as working "out of class" in a higher position and shall be paid from the date of assignment at 5 percent above his/her current rate of pay or at the beginning salary



rate in the range designated for the higher classification if the employee is at the top of his/her salary range. An employee shall not remain in an acting capacity for a period exceeding six months within a 12-month period. If a Department Director needs to extend the work out of class period beyond six months, extenuating circumstances must be given in writing to the Chief Operating Officer for approval and forwarded to the Human Resources Director. A work out of class assignment, for up to six months, shall not be considered as time served for purposes of the effective date for reclassification or promotion.

- D. When, as part of a classification/compensation study, the salary range for any classification is increased, individual employees shall be placed within the new range at their current rate of pay or on the beginning salary rate of the new salary range if the beginning salary rate is higher than his/her current rate of pay without a change in the employee's established anniversary date.
- E. When the salary range for an entire classification is decreased as a part of a classification/compensation study, the rates of the incumbents in the positions shall be continued (red-circled) and no change in salary shall occur until the annual adjustments to the pay plan bring the employee's rates in the new class within the new range. At that time, incumbents will become eligible for salary adjustments.

## **XI. PAY POLICIES**

- A. Permanent employees shall be paid according to the pay plan adopted and administered by the Chief Operating Officer.
- B. Employees shall be paid twice monthly.
- C. In the event the normal payday falls on a holiday, payday shall occur the workday before the holiday. If the normal payday falls on a Saturday or a Sunday, payday shall be the prior Friday.
- D. Payroll procedures shall be established and implemented by the finance and management information department, accounting division.
- E. Payroll deductions will be made for income tax withholding, Workers' Compensation insurance and employee contributions to employee benefits, and may be made for the United Way Fund, payments to the employee's credit union and other agencies as approved by the Chief Operating Officer at the request of the employee.

## **XII. RECRUITMENT AND APPOINTMENT**

- A. All promotions and appointments to vacancies shall be based on the requirements of the position and organizational and operational needs.

- B. Internal Recruitments.** A regular employee who has successfully completed his/her initial probationary period may apply for vacant positions and will be considered as an internal applicant. Temporary employees must have completed a competitive recruitment and selection process through the office of human resources to be considered as an internal applicant. All applications will be considered without prejudice to their present positions. Regular, regular part-time and temporary employees who apply will be given first consideration in filling a vacant position. Notice of internal recruitment shall be posted not less than five working days to allow for receipt of applications.
- C. General Recruitment.** If the vacancy is not filled as a result of internal recruitment, recruitment outside the agency will commence. The period of general recruitment shall be not less than 10 working days to allow for receipt of applications.

### **XIII. NEPOTISM**

Notwithstanding Metro's affirmative action policy and program, no member of an employee's family (husband, wife, son, daughter, mother, father, brother, sister, in-laws of any kind, aunt, uncle, niece, nephew, stepparent, or stepchild) shall be employed in a position of exercising supervisory, appointment, or grievance adjustment authority over the other family member.

### **XIV. PROBATIONARY PERIOD**

The probationary period shall be a continuation of the screening process and shall provide the supervisor an opportunity to observe the employee's work, to instruct and aid the employee in adjustment to the position, and to reject any employee who does not demonstrate fitness for the position. The successful completion of probation is for Metro's internal screening process only, and does not confer any form of tenure or other expectation of continued employment.

- A.** All initial appointments and all promotions to permanent full-time and permanent part-time positions shall be subject to a standard probationary period of six consecutive months of service.
- B. Promotions.** Employees who do not successfully complete their promotional six-month probationary period may be demoted at any time during the promotional period and be reinstated into the position held prior to promotion if that position is vacant or if that position is filled by an employee in an initial probationary period. If that position is not filled by a person in his/her initial probationary period, the employee may be reinstated into any vacant position in the classification held prior to the promotion and the employee will serve a probationary period of three months in the new position. If no such positions are available, the employee shall be laid off.

- C. **Reclassifications.** No employee's position shall be reclassified until such time as he/she has successfully completed his/her initial six-month probationary period in the classification into which he/she was hired. Employees whose positions are reclassified, upon successful completion of the initial probationary period, shall not serve an additional probationary period.
- D. **Transfers.** Transfers to another position in the same classification with the similar duties do not require an additional probationary period. Transfers to a position in the same classification with significantly different duties shall require a three-month probationary period. Employees who do not successfully complete the three-month probationary period may be reinstated into the position held prior to transfer if the position is vacant or if the position is filled by an employee in an initial probationary period. If that position does not exist as described above, the employee may be reinstated into any vacant position in the classification held prior to the transfer. If no such positions are available, the employee shall be laid off. In cases where a probationary employee is involuntarily transferred prior to the end of the probationary period, the employee must complete his/her initial probationary period.
- E. **Demotions.** An employee must have completed his/her initial six-month probationary period prior to requesting a voluntary demotion and shall not serve a new probationary period upon demotion.
- F. Vacation leave credits based upon or earned in connection with time worked shall accumulate during an employee's initial probationary period. Upon successful completion of the initial probationary period, employee will be credited with vacation leave accumulated during the probationary period and will be eligible to take accrued vacation leave with pay as authorized. An employee who terminates for any reason during the initial probationary period shall not be entitled to vacation leave payment.
- G. Any authorized leave without pay during any probationary period will extend the probationary period by the amount of time the employee is on such leave.
- H. Employees serving the initial six-month probationary period may be disciplined or terminated without cause, with or without prior notice. Nothing in this section shall be construed as implying or requiring that cause must exist for the discipline or termination of a regular status employee.

## **XV. TEMPORARY EMPLOYEES**

- A. Temporary employees appointed prior to the effective date of this policy and who are still employed as temporary employees without a break in service after the effective date of this ordinance shall continue to receive all employee benefits granted to them since their current appointment as a temporary employee, not to exceed 1,044 hours.

- B. **Status of Temporary Employees.** Temporary employment shall be used for the purpose of meeting emergency, nonrecurring, or short-term workload needs, or to replace an employee during an approved leave of absence. A temporary employee may be given a nonstatus appointment without open competition and consideration only for the purposes enumerated in this section. 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.
- C. **Term of Appointment.** The term of temporary employment may not exceed 1,044 hours within a fiscal year without approval of the Chief Operating Officer who may grant up to a 1,044 hour extension. A temporary employee shall not become a permanent employee upon working more than 1,044 hours.
- D. **Benefits.** Benefits required by law such as Workers' Compensation and Social Security will be paid for all temporary employees. No additional benefits will be paid or given to temporary employees.
- E. **Eligibility for Regular Employment.** Temporary employees may compete for regular positions on the same basis as applicants from outside the agency. Temporary employees who have gone through a competitive recruitment and selection process through the office of human resources for the current temporary position will be considered as in-house applicants for vacant positions for which they apply through the internal recruitment process.

## **XVI. JOB SHARE**

Any full-time position may be designated as a job share position by the Chief Operating Officer at the request of a Department Director. A job share position is a full-time position which is shared by two employees. Benefits for such position shall be apportioned between the position occupants in proportion to time worked by each; however, such apportioning may be altered upon written agreement of position occupants and approval by the Human Resources Director. In no event, however, shall the benefits of a job share position exceed the benefits of any other full-time position.

## **XVII. ORIENTATION**

- A. All new permanent employees shall be provided with a copy of these policies and insurance plans, and Metro shall periodically provide them with orientation sessions.
- B. Permanent part-time employees who are budgeted at .50 FTE or more only shall receive insurance benefits on a prorated basis, as provided in the budget, on the first day of the month following their first full month of employment. The prorated

amount an eligible part-time employee will receive shall be commensurate with the budgeted FTE of their part-time position. An eligible part-time employee may pick up the remaining FTE portion and remaining cost up to 100 percent of insurance benefits at his/her request.

- C. Metro will pay the required employer contribution for an eligible employee's PERS (Public Employee Retirement System) account and will also pick up the employee's 6 percent contribution. For only those current employees remaining in the former 11 percent plan, Metro will pay the employer 5 percent portion and pick up the employee 6 percent portion.

## **XVIII. TRANSFERS AND DEMOTIONS**

- A. **Transfers.** A lateral transfer is the voluntary or involuntary movement of an employee from one position to another position in the same classification, or the voluntary or involuntary movement of an incumbent employee's position. Lateral transfers within the same classification and with the same duties do not require a new probationary period. Lateral transfers within the same classification but with significantly different duties require a three-month probationary period. An employee's salary rate will remain the same for all lateral transfers.
  - 1. **Involuntary Transfer.** A lateral transfer of an incumbent employee without the consent of the incumbent employee may be made due to operational needs or as a result of disciplinary action, but the incumbent employee must be given 10 calendar days prior notice. The incumbent shall be transferred with the position.
  - 2. **Voluntary Transfer.** Regular employees may apply for a transfer to a vacant position by applying through the established internal recruitment process only.
- B. **Voluntary Demotion.** A regular employee may apply for a voluntary demotion by applying through the established internal recruitment process only.

## **XIX. WORK SCHEDULES**

- A. The normal work schedule shall be 40 hours, Monday through Friday, and the normal work day shall be 8:00 AM to 5:00 PM. Some departments have work schedules and hours which may vary. In order to provide the best service to the public, Department Directors may establish operating schedules for departments which vary from the normal work schedule. Nothing contained in this section or elsewhere in these policies shall be construed as any guarantee of hours of work per day or per week.
- B. **Flexible Work Schedules.** Department Directors may establish employee work schedules which vary from the normal work schedule. All flexible work schedules must be approved by the Department Director.

- C. **Meals and Breaks.** Full-time employees shall be allowed at least a 30-minute, not more than an hour, meal break. Such meal breaks shall be scheduled in the middle of a workday as practicable. All employees are entitled to at least a 10-minute break period when working a continuous four-hour work period.

**XX. OVERTIME COMPENSATION**

- A. When overtime is authorized, overtime compensation shall be paid only to employees who are not exempt from overtime as established in the pay plan.
- B. No overtime shall be paid to overtime exempt employees. Time worked on a holiday may be taken at a later date. It is understood that an overtime exempt employee may have to work on occasion beyond normal business hours, and that some extra work hours beyond a usual workday or workweek are part of the job expectations for an overtime exempt employee. At the Department Director's discretion, flexible work hours may be utilized to accommodate a reasonable balance of work hours. Recorded time off shall be consistent with administrative leave.
- C. For purposes of computing overtime, hours worked shall include only time actually worked by the employee and shall not include holiday pay, vacation pay, sick pay, or other compensable leaves.
- D. Compensation for authorized overtime shall be at the rate of time-and-one-half for time actually worked in excess of the 40 hours in a workweek or eight hours in a workday and may be paid in cash if budgeted funds are available or, if the employee agrees as compensatory time off, at the discretion of the Department Director. Compensatory time must be taken as leave within six months or paid in cash within the fiscal year that it is earned. Such payment shall be at the employee's rate of pay being earned at the time of payment. When a non-exempt employee is terminated, the employee shall be given cash compensation for the overtime the employee has accrued and not used.
- E. Overtime hours worked shall not be used to expand employee benefits or to shorten probationary or annual merit increase periods. Compensatory time off in lieu of overtime pay will be counted as regular time worked in computing wages and toward earning employee benefits and to serve out probation and merit increase periods.

**XXI. EMPLOYEE BENEFITS**

- A. All employees shall be covered for medical expenses and disability benefits for compensable injuries or illness resulting from employment.
- B. Payment of medical expenses and lost time disability benefits is determined by the Workers' Compensation Administration in accordance with ORS Chapter 656.

- C. The cost of Workers' Compensation insurance shall be paid by Metro with the exception of the employee contribution mandated by the Workers' Compensation Law of the State of Oregon.
- D. During an employee's absence due to an on-the-job injury or occupational illness, the employee may utilize sick leave or vacation credits to augment any benefits paid by the Workers' Compensation fund.
- E. Permanent full-time employees shall receive insurance benefits, as provided in the budget, on the first day of the month following their first full month of employment. Co-payments by employees may be required. Job share positions are eligible for one set of benefits which are split between the two employees sharing the position.

**XXII. HOLIDAYS**

- A. Probationary and regular employees of Metro shall be entitled to the following holidays listed with pay; however, floating holidays cannot be utilized by employees until they have successfully completed their initial probationary period:
  - 1. New Years Day
  - 2. Martin Luther King Jr. Birthday
  - 3. President's Day
  - 4. Memorial Day
  - 5. Independence Day
  - 6. Labor Day
  - 7. Veterans Day
  - 8. Thanksgiving Day
  - 9. Christmas Day
  - 10.-11. Two floating holidays are allowed each fiscal year on days of each employee's choice, subject to schedule approval of the supervisor. For purposes of this section, a floating holiday is any day chosen by the employee and approved by the supervisor which would otherwise be a regular scheduled workday. The floating holidays are non-cumulative from fiscal year to fiscal year and must be taken by the employee within the fiscal year in which they accrue. No payment for floating holidays accrued and not taken shall be provided for any employee upon termination of employment for any reason.
- B. If any such holiday falls on a Sunday, the following Monday shall be given as that holiday. If any such holiday falls on a Saturday, the preceding Friday shall be given as a holiday.
- C. Holidays which occur during vacation or sick leave shall not be charged against such leave.

- D. Regular part-time employees shall receive holiday pay on a prorated basis, based on their hours of work.

**XXIII. VACATION**

The following provisions are applicable to permanent employees only:

- A. All regular and regular part-time employees shall be granted annual vacation leave with pay.
- B. Upon successful completion of their initial probationary period, employees may be granted accrued vacation leave by approval of the Department Director. Department Director vacations shall be approved by the Chief Operating Officer.
- C. Employees shall not accumulate more than 250 hours of vacation leave. If the operating needs of the department prohibit granting a vacation leave request, additional hours in excess of the 250-hour limit may be accrued or may be compensated at the discretion of the Department Director and with the written approval of the Chief Operating Officer. Vacation accrual in excess of 250 hours requires written authorization and shall be filed in the finance and management information department, accounting division, with a copy to the office of human resources.
- D. Department Directors shall schedule vacation requests consistent with the operational needs of the department. Vacation schedules may be amended to allow the department to meet emergency situations.
- E. An employee who has successfully completed his/her initial probationary period, and terminates for any reason, shall be entitled to payment for accrued unused vacation leave. In no case shall payment be more than the maximum allowable 250-hour accrual limit. An employee who terminates for any reason during the initial probationary period shall not be entitled to any accumulated vacation leave payment.

**XXIV. VACATION CREDIT AND ACCRUAL RATE**

The vacation credit and accrual schedules for permanent employees are as follows:

<b>TOTAL YEARS OF CONTINUOUS SERVICE</b>	<b>ACCRUAL RATE PER PAY PERIOD</b>	<b>EQUIVALENT ANNUAL HOURS FOR FULL-TIME EMPLOYEES</b>
Date of hire through completion of 3 <sup>rd</sup> year	5.00 hours	120 hours
4 <sup>th</sup> year through completion of 7 <sup>th</sup> year	6.00 hours	144 hours
8 <sup>th</sup> year through completion of 11 <sup>th</sup> year	7.00 hours	168 hours
12 <sup>th</sup> year or more	8.00 hours	192 hours



Permanent part-time employees shall accrue vacation under the above schedule at a rate proportionate to the time worked per week.

## **XXV. SICK LEAVE**

- A.** Permanent employees shall earn sick leave with pay at a rate of 104 hours per year (.05 hours per hour worked); such sick leave shall accrue in an unlimited amount.
- B.** Permanent part-time employees shall earn sick leave with pay proportionate to the amount of FTE for the position in the budget; such sick leave shall accrue in an unlimited amount.
- C.** Employees may use accrued sick leave when temporarily unable to perform work duties by reason of personal illness, injury, disability, medical or dental care, or illness, injury, or disability of a person living in the employee's household. Sick leave is not to be used for personal time off or to extend holidays or vacation leave. No payment for accrued sick leave shall be provided for any employee upon termination of employment for any reason.
- D.** Abuse of the sick leave privilege shall be cause for disciplinary action. An employee who is unable to report to work because of any of the reasons set forth in the above subsection of this section shall report the reason for his/her absence to his/her supervisor. Sick leave with pay may not be allowed unless such report has been made. The supervisor may require sick leave to be supported by a physician's statement attesting to the illness.
- E.** Permanent full-time employees who use 24 hours or less of sick leave within one fiscal year period, and who are not at the 250-hour vacation accrual limit, shall accrue eight additional hours of vacation leave in exchange for eight hours of sick leave at the end of the fiscal year period. Permanent part-time employees who use 12 hours or less of sick leave within one fiscal year, and who are not at the 250-hour vacation accrual limit, shall accrue four additional hours of vacation leave in exchange for four hours of sick leave. Permanent employees must work a full fiscal year in order to be eligible for this exchange of accrued hours.
- F.** **Transfer of Leave Credits.** Sick leave is provided as a benefit to each employee as insurance for period of illness. Under normal circumstances benefits are not transferable; however, upon written request of a regular employee to the Chief Operating Officer the voluntary transfer of sick leave hours may be authorized on a limited, carefully monitored basis as follows:
  - 1. Each request will be reviewed and approval granted or denied on a case-by-case basis by the Chief Operating Officer.
  - 2. Requests must be due to a catastrophic, long-term, or chronic illness of the requesting employee only.

3. The requesting employee must have no more than 40 hours combined accrued sick leave hours and accrued vacation leave hours at the time of the request.
4. Upon approval per (1) above, the requesting employee, or another employee he/she has designated, may initiate a request to Metro employees for the transfer of accrued sick leave hours.
5. Employees wanting to voluntarily transfer accrued sick leave hours to the requesting employee may do so only as follows:
  - a. The transferring employee's Department Director must authorize the transfer of hours by signature. Such authorization will indicate the transfer of hours can be accomplished within the departmental fiscal year budget.
  - b. The transfer of accrued sick leave hours cannot exceed a total of 40 hours per transferring employee for each individual requesting employee for each fiscal year.
  - c. Under no circumstances shall the transferring employee's sick leave balance be reduced to below 120 hours of accrued sick leave because of the voluntary transfer of sick leave hours to another employee.
6. Normal leave accruals will not continue for requesting employees while they are on paid leave status as a result of transferred hours. However, health and welfare benefits provided for any other employee on paid leave status will continue for the requesting employee for as long as they remain on paid status.
7. Any transferred sick leave hours unused by the requesting employee shall be returned to all transferring employees' sick leave accrual balances on a pro-rated basis.
8. Copies of approved requests and approved transfers of hours must be sent to the finance and management information department, accounting division, for implementation and to the office of human resources.

## **XXVI. FAMILY MEDICAL LEAVE**

Metro provides family medical leave of up to 12 weeks within a one-year period for eligible employees when a serious health condition requires inpatient care or continuing treatment by a health care provider and makes the employee unable to work, and/or because of the birth of a child, or the placement of a child for adoption or foster care in the employee's home, and/or for the care of family members who suffer serious health conditions. For the purpose of this leave,

family members are defined as a seriously-ill spouse, parent, parent-in-law, or child, or a sick minor child requiring home care. At the employee's discretion, the leave shall be paid from accrued personal leaves (including vacation leave, sick leave, compensatory time leave, personal holiday leave), or be unpaid. Except for limited circumstances, family medical leave runs concurrent with other leaves.

- A.** The employee shall be entitled to take family medical leave without being penalized for taking such leave.
- B.** An employee returning from family medical leave shall be reinstated with no greater or lesser right in employment than if the employee has not taken the leave.
- C.** All full-time and part-time employees who have completed at least 180 calendar days of employment while averaging at least 25 hours of work per week are eligible to request the leave.
- D.** Employees have the option of using their accumulated leave balances during the family medical leave. Health and welfare coverage will continue at the same level of benefits and contributions for employees on family medical leave as for other benefit-eligible employees. If employees fail to return from leave, except because of their own or a family member's serious health condition or another circumstance beyond their control, Metro can recover health premiums it paid during the leave. These monies may be recovered from the final paycheck if there is one or by a lawsuit.
- E.** Eligible employees may take a maximum of 12 weeks of family medical leave within a one-year period. Each one-year period begins on the date of the first day of actual leave taken. Leave may be taken continuously or, under certain circumstances, on a reduced workweek schedule, or intermittently.
- F.** When the employee can anticipate that the serious health situation is going to arise, the employee must submit a written request to the Department Director and the office of human resources at least 15 days prior to taking the leave. When the employee cannot anticipate the serious health condition of the family member, an oral request can be made to the Department Director to be confirmed in writing to the Department Director and the office of human resources within three working days.

The employee's written request must contain the following:

1. The relationship of the employee to the person needing care.
2. The health condition of the family member necessitating the leave, along with a doctor's certification stating such health condition.
3. The anticipated length of absence, not to exceed 12 weeks.

4. Other family members who are taking family medical leave and when they are taking it or are otherwise available to care for the family member.
- G.** Metro is not required to grant this leave of absence during any period of time in which another family member is also taking a family medical leave of absence from their employer, or is otherwise available to care for the family member. If a husband and wife both work for Metro, they can have only 12 weeks of combined leave for birth, placement for adoption or foster care in the employee's home, or caring for a sick parent or parent-in-law, which they can split between them. However, both are entitled to the full 12 weeks for their own illness, or caring for a sick child or spouse.
  - H.** The employee who takes a family medical leave of absence has a duty to make a reasonable effort to schedule medical treatment or supervision so as to minimize disruption of Metro's operations, subject to the approval of the treating physician.
  - I.** The former position of an employee on family medical leave shall either remain vacant during the leave, or it may be filled on a temporary basis and considered vacant for reinstatement purposes.
  - J.** At the conclusion of a family medical leave the employee shall be reinstated to his/her former position unless it has been eliminated due to material changes in Metro's financial or business circumstances, or the circumstances have so changed that the employee cannot be reinstated to his/her former position, in which case the employee shall be reinstated to an equivalent position which is available and suitable. If the circumstances have so changed that the employee cannot be reinstated to the former or an equivalent position, then the employee shall be reinstated to an available suitable position.
  - K.** Employees who do not return by the date specified may be disciplined up to and including dismissal.

## **XXVII. PREGNANCY LEAVE/TRANSFER**

Metro provides temporary transfer or pregnancy leave without pay to eligible employees who are physically unable to perform the duties of their regular position due to pregnancy, child birth, or related medical reasons, without significant risk to the health or safety of the employee or her pregnancy.

- A.** The employee shall be entitled to take pregnancy leave or temporary transfer due to pregnancy without being penalized.
- B.** The position of an employee on temporary transfer or pregnancy leave shall either remain vacant during the leave, or it may be filled on a temporary basis and considered vacant for reinstatement.

C. An employee returning from pregnancy leave or temporary transfer shall be reinstated with no greater or lesser rights in employment than if the employee had not taken the leave.

D. Subject to these policies, and upon written request, all pregnant employees of Metro are eligible.

E. **Temporary Transfer**

1. Metro shall provide a temporary transfer for the employee if there is an available job which is suitable for the employee and to which the transfer can be reasonably accommodated.

2. To initiate a transfer, the employee must submit a written request to the Department Director and the office of human resources. The employee's written request must contain the following:

a. The specific duties affected by the pregnancy.

b. The reasons why the employee is unable to perform her duties without significant risk to the health or safety of the employee or her pregnancy.

c. A statement that the employee is physically able to perform available work.

d. A doctor's opinion/certificate confirming (A), (B) and (C) above to determine whether a transfer is reasonably necessary.

3. The Department Director or the office of human resources may request an additional independent medical opinion, at Metro expense, within three working days after receipt of the initial medical opinion.

F. **Pregnancy Leave**

1. Metro shall provide a pregnancy leave of absence if no suitable work is available for temporary transfer, and if the leave can be reasonably accommodated.

2. The period of leave shall be the reasonable period of time during which the employee is disabled from performing any available positions. To initiate a leave of absence, the employee must make the request in writing to her Department Director and the office of human resources. The leave request must include the period of time for which the leave is requested. The leave request must also address the employee's disability from performing other available work:

- a. If the employee previously requested a temporary pregnancy transfer, she must state whether a transfer was offered to her, and if a transfer was offered, the employee must explain why she is disabled from performing those job duties;
    - b. If the employee did not request temporary pregnancy transfer, she must explain why she is disabled from performing any available job duties known to her; and
    - c. A doctor's opinion/certificate confirming (A) or (B) above.
  3. The Department Director or the office of human resources may request an additional independent opinion, at Metro expense, within three working days after receipt of the initial medical opinion.
  4. Employees have the option of using their accumulated leave balances during pregnancy leave. If the employee chooses to utilize accumulated balances, benefits will be continued as long as the leave is continued on paid status. If the employee chooses to take leave without pay, health and welfare coverage will continue at the same level of benefits and contributions as for other benefit-eligible employees to the extent the employee qualifies for family medical leave, otherwise, benefits only continue as long as the leave is continued on paid status. If employees fail to return from leave, except because of their own or a family member's serious health condition or another circumstance beyond their control, Metro can recover health premiums it paid during the leave. These monies may be recovered from the final paycheck if there is one or by a lawsuit. If the employee chooses to take leave without pay, benefits will be paid through the last day of the month following the month in which the leave without pay commences.
  5. If, during the course of the leave, another position which the employee is qualified to perform becomes available, Metro will within three working days offer the available position to the employee, unless a physician has determined that the employee must remain on leave for a fixed or minimum period of time and the job becomes available during that period of time, or unless a physician has determined that the employee is disabled from performing any job duties for an indefinite period of time.
- G.** If, during the course of pregnancy leave or transfer, the employee regains the ability to perform the duties of her former position she shall within three working days of her knowledge of her regained ability notify Metro. Metro shall restore the employee to her former position within 10 working days of notification by the employee, unless the position has been eliminated due to changed circumstances, in which case the employee will be reinstated to an available equivalent position. If no equivalent positions are available, the employee shall be reinstated to an available and suitable position.

- H. If, at any time during the course of pregnancy leave or transfer, the employee is released by her treating physician to perform the duties of her regular position, she must provide the written release to her Department Director and the office of human resources within three working days of the release. Metro will, within 10 working days of receipt of notice of release, restore the employee to her former position unless, the position has been eliminated due to changed circumstances, in which case the employee will be reinstated to an available equivalent position. If no equivalent positions are available, the employee shall be reinstated to an available and suitable position.
- I. Employees who do not follow timelines established in this policy or do not return by the date specified may be disciplined up to and including dismissal.

## **XXVIII. PARENTAL LEAVE**

Metro provides parental leave of up to 12 weeks for eligible employees who have become parents. At the employee's discretion, the leave shall be paid from accrued vacation time or accrued sick leave, or be unpaid.

- A. The employee shall be entitled to take parental leave without being penalized for taking leave.
- B. When the employee returns from the leave, he or she must be restored to the former or an equivalent job, without loss of seniority, service credits, etc. If the employee cannot be reinstated to the former or equivalent job because the employer's circumstances have changed, the employee must be reinstated to any other position that is available and suitable.
- C. All employees who have completed 90 days of service are eligible to request the leave. If the period of leave occurs during any probationary period, the probationary period shall be extended for the period of the leave.
- D. Employees have the option of using their accumulated leave balances during pregnancy leave. If the employee chooses to utilize accumulated balances, benefits will be continued as long as the leave is continued on paid status. If the employee chooses to take leave without pay, health and welfare coverage will continue at the same level of benefits and contributions as for other benefit-eligible employees to the extent the employee qualifies for family medical leave, otherwise, benefits only continue as long as the leave is continued on paid status. If employees fail to return from leave, except because of their own or a family member's serious health condition or another circumstance beyond their control, Metro can recover health premiums it paid during the leave. These monies may be recovered from the final paycheck if there is one or by a lawsuit. If the employee chooses to take leave without pay, benefits will be paid through the last day of the month following the month in which the leave without pay commences.

- E. Employees are entitled to a maximum of 12 weeks unpaid parental leave. Such entitlement begins on the date of birth of the child, or on the date of the taking of physical custody of a newly adopted child.
- F. A request shall be submitted simultaneously to the Department Director and the office of human resources 30 calendar days before the occurrence of the event. The request must be in writing and contain the following information:
  - 1. The employee's intent to take parental leave beginning on a date certain more than 30 days from the date of the request.
  - 2. The anticipated date of birth of the parent's child; or
  - 3. The anticipated date that the parent will obtain physical custody of a newly adopted child under six years of age.
  - 4. The dates when the parent or if both parents request parental leave the dates which each parent will commence and terminate his or her portion of the parental leave.
  - 5. Failure to submit a written request in accordance with (1) above may result in a reduction of leave time by three weeks as a penalty for untimely notice of leave.
- G. Employees who return from parental leave by the date listed in the written request on file will be restored to their former position without loss of seniority or vacation credits. If circumstances change so that the employee's former job is no longer available, that worker will be reinstated to an equivalent position or any other position that is available and suitable. Employees who do not return may be disciplined.

**XXIX. LEAVE OF ABSENCE WITHOUT PAY**

All regular employees may be granted leave of absence without pay and without employee benefits for a period not to exceed six months provided such leave can be scheduled without adversely affecting the operations of Metro. Such leave may be extended in writing by the Chief Operating Officer once up to an additional six months. Requests for leave of absence without pay shall be in writing, shall be directed to the Department Director and shall contain reasonable justification for approval. Requests of 10 days or more shall require the approval of the Chief Operating Officer or his/her designee. The approved request shall be filed in the office of human resources. The employee may elect to continue employee benefits, and upon such election, premiums for such extended coverage shall be paid by the employee. Such coverage shall be subject to any restriction which may exist in each applicable benefit policy or plan.



**XXX. OTHER LEAVES OF ABSENCE WITH PAY**

**A. Funeral Leave.** A maximum of three days leave with pay shall be allowed a permanent, regular status employee to attend the funeral of the employee's immediate family member.

1. If travel is required, up to four additional days (chargeable to sick leave) may be allowed upon request to the employee's Department Director.
2. Under special circumstances and upon the death of a person other than the employee's immediate family member, paid leave as described in (a) above to attend a funeral may be granted at the sole discretion of a Department Director at the request of the employee.
3. When an employee participates in a funeral service he/she will be granted four hours time off with pay and chargeable to any accrued leave balance, or without pay if the employee has no accrued leave balances, to attend such funeral service subject to the approval of the Department Director.

**B. Witness or Jury Duty.** Any permanent, regular status employee shall be granted leave with pay and without loss of any benefits when called for jury duty or subpoenaed as a witness, subject to the following provisions:

1. The employee granted such leave shall pay all money, except travel allowance, received for his/her service as a juror or witness to Metro.
2. An employee serving as a juror or witness who does not serve for an entire day must return to work as otherwise scheduled.
3. Where an employee is required to serve as juror or witness on a scheduled day off or vacation day, and such day cannot reasonably be rescheduled, he/she may retain the fee paid for service as a juror or witness on his/her day off or vacation day.
4. Attendance in court as assigned including the time required going to the court and returning to the work site.

**C. Military Leave.** Employees shall be granted military leave and right to reinstatement as required by applicable federal or state law.

1. Employees who fail to return to duty and/or request reinstatement with Metro within the time period allowed by applicable law shall be deemed to have resigned.
2. Employees who take military leave during a probationary period must serve out the remainder of their probationary period upon reinstatement in order to become regular employees.

D. **Alternative Duty.** Any permanent, regular status employee who serves as a volunteer in the Peace Corps or U.S. Public Health Service, or other recognized federal volunteer programs as approved by the Department Director and the Chief Operating Officer, shall be granted approved unpaid leave during the service period.

1. Upon returning the employee shall have the right to be reinstated to the position held before the leave was granted.
2. Failure of the employee to return to work within 90 days of the termination of the service shall be cause for dismissal.

E. **Administrative Leave.** Administrative leave is authorized paid leave for non-represented employees who work in classifications which are exempt from overtime pay. A Department Director may be granted administrative leave in recognition of his/her overtime exempt status upon approval by the Chief Operating Officer. Other non-represented regular status employees who work in classifications which are exempt from overtime pay may also be granted such leave at the discretion of their Department Director. Such leave shall not be cumulative from year to year, shall be compensable only in the form of leave time, and shall not exceed 40 hours in a fiscal year. Time not worked because of such leave shall not affect accrual of vacation or sick leave.

### **XXXI. PREAMBLE--CONDUCT, DISCIPLINE, TERMINATION AND APPEAL**

Nothing contained in these policies precludes a supervisor from establishing work rules not inconsistent with these policies for efficient operation and administration of the job site, or precludes a supervisor from having private discussions with employees. These discussions may be in the form of assignment, instruction or any other job-related communication. Any disciplinary action may be grieved by non-represented employees under the grievance procedure established in these policies.

### **XXXII. DISCIPLINARY ACTIONS**

- A. Disciplinary actions shall include only the following:
1. Oral or written reprimand;
  2. Suspension;
  3. Reduction in pay;
  4. Transfer;
  5. Demotion; and
  6. Termination from employment.

Any of these disciplinary actions may be utilized. It may not be necessary in every circumstance that the discipline be taken progressively. Disciplinary actions shall occur in a manner that is least likely to embarrass employees before other employees or the public, although it is recognized that this may not always be possible depending on the circumstances.

**B.** Metro reserves the right to discipline or terminate an employee whenever:

1. The employee's performance is unsatisfactory; or
2. Metro feels discipline or termination is appropriate for other reasons; or
3. Whenever it is determined that such action is in the best interests of Metro.

**C.** The following are some examples (but not all) of the types of conduct which will result in disciplinary action. The listing of these examples is for illustrative purposes and in no way limits Metro's authority and discretion to discipline or terminate employees pursuant to paragraph (a) of this section:

1. Abandonment of position.
2. Absence from duty without leave.
3. Abuse of leave privileges.
4. Below standard work performance.
5. Discourteous treatment of the public or other employees, including but not limited to intentional tortious conduct.
6. Possessing, using, transferring, offering or being under the influence of any intoxicants or narcotics during working hours.
7. Fraud in securing appointment or promotion.
8. Insubordination, including but not limited to, refusal or failure to follow the directive of a supervisor or other designated management staff, failure to comply with an established work rule or procedure, or discourteous behavior toward members of management.
9. Misuse of Metro property, funds or records.
10. Neglect of duty.
11. Willful deceit.

12. Any conviction by a court of law which demonstrates an impaired ability to properly perform work for Metro, or which would cause embarrassment or inconvenience for Metro.
13. Violation of Metro ordinances, regulations and directives.
14. Willful violation of established safety policies.
15. Inability to get along with fellow employees.
16. Any falsification of information during the employment application or employment appointment process, regardless of when discovered.
17. Unlawful harassment or discrimination.
18. Theft, including personal or public property.
19. Sleeping on the job.
20. Gambling on Metro premises, including but not limited to card games, dice games.
22. Violation of these policies, established work rules, or other management directives.

**D. Procedure for Suspension, Reduction in Pay, Transfer, Demotion or Termination.** The supervisor will review information gathered with the office of human resources prior to the supervisor taking any suspension without pay, reduction in pay, transfer, demotion or termination action. If a basis for discipline exists:

1. An employee may be suspended with pay, by the Department Director, pending disciplinary action.
2. A written notice of contemplated disciplinary action (suspension, reduction in pay, transfer, demotion, or dismissal) shall be delivered to the affected employee in person or by mail. This notice shall state the reasons for the proposed action and will include:
  - a. The alleged conduct by the affected employee.
  - b. The violation(s).
  - c. A date, time, and place for the affected employee to have an opportunity to address the violation(s) at a pre-disciplinary meeting. Employees may, at their expense, be represented by an attorney or other person of their choice in a pre-disciplinary meeting.

3. Upon completion of the pre-disciplinary meeting, a written notice of the actual disciplinary action taken, if any, shall be delivered to the affected employee in person or by mail. This notice shall 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. No failure by Metro to follow any of the procedures described herein shall be grounds for invalidating disciplinary action, including termination, which is otherwise deserved on the merits. Additionally, the Human Resources Director may, in his/her discretion, dispense with all or part of these procedures, with or without notice to the employee.
- E. The affected employee may grieve the final disciplinary action pursuant to the grievance procedure established in this policy. In the case of a termination action the grievance shall be filed at Step 2 of the Grievance Procedure in these policies with the Department Director, with a copy to the Human Resources Director.

### **XXXIII. LAYOFF**

- A. If there is a reorganization, changes in the organization, lack of work or lack of funds, or other reasons not reflecting discredit on employees, the Chief Operating Officer may lay off employees. When layoffs occur, temporary employees in affected classes shall be terminated first, with or without prior notice; then employees in their initial probationary period in affected classes shall be terminated, with or without prior notice; and finally regular employees in affected classes not in their initial probation shall be given a minimum of two weeks written notice of their layoff from Metro employment.
- B. Laid off employees shall be placed on a layoff list and may be recalled from the layoff list to a vacant position within the classification from which they were laid off for one year following layoff and prior to internal recruitment for the vacant position. It is the employee's obligation to keep the office of human resources informed of any change of address. If the office of human resources attempts to contact the employee by mail and the letter is returned, the employee's name will be removed from the layoff list.
- C. When an employee on the layoff list rejects an offered appointment to a vacant position in the same classification from which they were laid off, the employee's name will be removed from the layoff list.

### **XXXIV. RESIGNATION**

Any employee may resign from Metro by presenting an oral or written resignation to the supervisor, manager, or Department Director. An oral resignation shall be confirmed in writing by the supervisor to the resigning employee. To resign in good standing, an employee must give a

minimum of two weeks notice of resignation, unless because of extenuating circumstances the supervisor, manager, or Department Director agrees to permit a shorter period of notice. The resignation shall provide an effective date which shall be the last day actually worked and shall be forwarded to the office of human resources by the supervisor. If an employee who has resigned seeks to rescind the resignation, such rescission only may be granted by the affected Department Director at his/her sole discretion. All compensatory time for non-exempt employees only, and vacation leave credits earned and not used, up to the 250-hour limit, shall be paid.

#### **XXXV. PERSONNEL RECORDS**

- A. An official personnel file will be maintained by the office of human resources for each employee of Metro. The personnel file will constitute the official record of an individual's employment with Metro.
- B. No information that reflects critically upon an employee shall be placed in an employee's personnel record without giving a copy to the employee.
- C. Access to the personnel file shall be limited to the employee, management staff, and the staff of the office of human resources. Management staff must have job-related reasons to have access to job-related information in an employee's file upon request to the Human Resources Director. Employees may review their personnel files in the office of human resources during regular business hours. Employees may authorize in writing a person(s) to review their personnel files. Employees have the right to copies of material in their personnel files upon request. Personnel records will leave the office of human resources only under the procedures established by the office of human resources.
- D. Information in personnel files will be treated as exempt from public disclosure to the extent provided by the Oregon Public Records Law.

#### **XXXVI. GRIEVANCE PROCEDURE**

It is the policy of Metro to provide for an orderly process whereby non-represented permanent employees may have their dissatisfactions considered fairly and rapidly without fear of reprisal. Every effort should be made to first find an acceptable solution by informal means with the first-line supervisor.

- A. **Definition.** A grievance is defined as a written expression of an alleged violation of these policies of the Code, submitted by an employee(s) for the purpose of obtaining adjustment.
- B. **Procedure**
  - 1. An employee who believes a grievance exists which has not been resolved by informal means must reduce the grievance to writing. The written grievance must contain:

- a. A clear and complete account of the action or inaction which adversely affected or affects the employee.
  - b. The specific provision(s) of these policies believed to have been violated or misapplied to the employee.
  - c. The date of the circumstances giving rise to the grievance and the date of the employee's first knowledge of those circumstances, if later.
  - d. The remedy sought by the employee to resolve the grievance.
2. The employee must present the written grievance to his/her supervisor within 15 calendar days of the occurrence of the circumstances giving rise to the grievance or the employee's first knowledge of those circumstances. The supervisor shall discuss the grievance with the employee and attempt to resolve it. If the written grievance is not resolved within five calendar days from the date of submission of the written grievance to the supervisor, it may be submitted within another five calendar days to the employee's Department Director.
  3. The Department Director and the employee will attempt to resolve the grievance within five calendar days from the date of submission of the written grievance to the Department Director. If the grievance remains unresolved after the five calendar day period, the employee may submit it within another five calendar days to the Chief Operating Officer.
  4. The Chief Operating Officer will review and investigate the grievance, as necessary. The Chief Operating Officer will respond to the grievant within 15 calendar days from the date the grievance was submitted to the Chief Operating Officer. The decision of the Chief Operating Officer shall be final and binding.
- C.** Any or all time limits specified in these rules may be waived by mutual consent of all parties. Likewise, any step in the procedure may be waived by mutual consent of all parties. Mutual consent shall be confirmed in writing.
- D.** Any grievance not taken to the next step by the grievant within the prescribed number of days after receipt of a response shall be deemed resolved.

### **XXXVII. SERVICE AWARDS**

The Chief Operating Officer shall provide a service award program for permanent Metro employees.

## **XXXVIII. EDUCATION, TRAINING AND DEVELOPMENT POLICY**

- A. **Education and Development.** All regular full-time employees, upon successful completion of the six-month probationary period, are encouraged to pursue educational opportunities or development programs which are directly related to the employee's work and which will enhance the employee's job-related skill level.
1. A full-time employee who registers for courses which are judged to be of direct and significant benefit to Metro may receive some reimbursement for expenses incurred by the employee while taking approved courses provided that:
    - a. The course is submitted to the employee's Department Director for approval at least 30 days prior to proposed enrollment, and the course is approved by the Department Director.
    - b. The course is taken on the employee's own time.
    - c. The amount of reimbursement is at the Department Director's discretion and is subject to departmental budgetary limitations and priorities.
    - d. The employee receives a grade of "C" or better or a "pass" grade if the class is graded on a "Pass-Fail" basis. Metro will make reimbursement within 30 days after proof of satisfactory completion of the course.
    - e. The employee is not receiving reimbursement for tuition from other sources.
    - f. The tuition reimbursement per course shall not exceed the tuition rate for a similar course at Portland State University.
    - g. The tuition reimbursement for any single course shall not exceed the tuition rate for a three-hour graduate level course at Portland State University.
    - h. The total tuition reimbursement to an employee shall not exceed \$1,000 in any fiscal year.
  2. In lieu of tuition reimbursement, the Department Director may approve time off with pay so an employee may attend courses or development programs which are directly related to the employee's current position and will result in improved job performance or skills.



3. Normally, the cost of textbooks and technical publications required for such courses or development programs shall be the responsibility of the employee. However, the Department Director may elect to reimburse the employee for textbooks and publications for such courses. If the employee is reimbursed, the textbooks and publications shall be the property of Metro and shall be returned to the Department Director upon completion of the educational courses or development programs.

**B. Training.** Metro may develop and implement its own training and development programs or may obtain and implement training and development programs to be conducted by person(s) other than Metro employees.

1. The Department Director may temporarily change an employee's work assignment for a period not to exceed 90 work days, without posting, so that such employee can participate in training and development provided.
2. If an employee is required to participate in any training and development program, it shall be considered time worked for pay purposes. All tuition, texts, training materials, and other expenses incident to such required participation shall be assumed by the department.
3. If an employee desires to participate in any training and development program in which their participation is not required, time off to attend must be approved by the Department Director. All tuition, texts, training materials, and other expenses incident to such non-required participation shall be assumed by the employee, however, the Department Director may elect to reimburse the employee for textbooks and publications for such courses. If the employee is reimbursed, textbooks and publications shall be the property of Metro and shall be returned to the Department Director upon completion of the training or development program.
4. Metro shall notify employees of available training and development programs provided by Metro.

### **XXXVIX. CONFERENCES, MEMBERSHIPS AND CONVENTIONS**

Attendance at conferences, conventions or other meetings at Metro's expense shall be authorized by the Chief Operating Officer. Authorization shall be granted on the basis of an employee's participation in or the direct relation of his/her work to the subject matter of the meeting. Members of professional societies may be permitted to attend meetings of their society when such attendance is considered to be in the best interest of Metro. Metro shall pay for professional or trade memberships for employees when deemed appropriate by the Chief Operating Officer or his/her designee limited, however, to the availability of budgeted funds.

## **XL. ZOO VISITOR SERVICES EMPLOYEES**

**A. Purpose.** The purpose of this section is to establish personnel policies pertaining to the conditions of employment of Zoo visitor services worker employees; to promote efficiency, economy, and public responsiveness in the operation of the Zoo visitor services division; and to provide that the employees covered by this section shall be subject to proper conduct, the satisfactory performance of work, and the availability of funds. Other sections of these policies apply to visitor services employees; however, in the event of a conflict between this section and other sections of these policies, this section shall govern.

### **B. Definitions**

1. The visitor services worker classification is divided into two definitions and nothing contained in this section shall be construed as any guarantee of hours worked per day or per week:

a. **Seasonal Visitor Services Worker employee:** Employees who are employed on a seasonal basis. They will be scheduled regularly during the peak seasons and scheduled as needed and as available during the remainder of the year.

The probationary period for seasonal visitor services employees is the initial 30 workdays of employment, and an additional probationary period shall not be required at a subsequent reinstatement, if the reinstatement is within one year of termination in good standing. Visitor services employees serving their initial probationary period may be disciplined or terminated without cause, with or without prior notice. However, nothing in this paragraph shall be construed as implying or requiring that cause must exist for the discipline or termination of a seasonal status employee who has completed the initial probationary period.

b. **Regular Visitor Services Worker employee:** Employees who are employed on a year-round basis in the visitor services division of the Oregon Zoo and regularly scheduled to work 20 or more hours each week, as provided by the current adopted budget.

2. “Director” means director of the Oregon Zoo.

3. Seasons are defined as April through the first week in September (Labor Day) and the second week in September through March.

**C. Application of Personnel Policies.** All visitor services worker employees shall be subject to this section and to all other Zoo personnel policies and regulations not inconsistent with this section.

**D. Recruitment and Appointment for Seasonal Visitor Services Worker Employees**

1. In-house recruitment to fill seasonal visitor services vacancies is not required and is at the discretion of the visitor services manager.
2. Recruitment to fill vacancies shall include appropriate forms of announcements to attract qualified applicants and to comply with Affirmative Action goals.
3. At the beginning of each season a general recruitment will be initiated. The recruitment will remain open until the beginning of the following season. A list of qualified applicants will be developed by the visitor services manager pursuant to these visitor services worker rules, from which visitor services workers will be appointed. Applicants will be appointed from this list on an as-needed basis only. If the seasonal list is not exhausted, those not hired but remaining on the list must go through the next season's selection process to be considered for hiring. The visitor services manager will maintain the list and will determine who will be appointed.
4. Employees who leave in good standing may, within one year of termination, be reinstated without going through a recruitment process.

**E. Recruitment and Appointment for Regular Visitor Services Worker Employees**

1. In-house recruitments to fill regular visitor services worker vacancies are open only to current seasonal visitor services worker employees which will be the first means used. If no one applies, then the position may be filled with a current seasonal employee who shall be appointed by the visitor services manager.
2. In-house recruitments to fill vacancies as described in (1) above, shall include posting of such vacancies for at least five calendar days within the visitor services division.
3. Regular visitor services worker employees will be eligible to apply in-house for all vacant regular (non-visitor services worker) positions within Metro.

**F. Status of Seasonal Visitor Services Worker Employee. Seasonal visitor services worker employees will be eligible to compete for in-house recruitments of a regular, non-visitor services worker position, if they have worked 40 hours per week for three consecutive months and were hired through a competitive process for or had been reinstated to the position they currently hold.**

**G. Benefits**

1. Benefits required by law such as Workers' Compensation and Social Security will be paid for all visitor services employees. Seasonal visitor services worker employees will not receive any other benefits.
2. Seasonal visitor services worker employees will not be paid for holidays not worked. Designated holidays shall be considered as normal workdays.
3. Regular visitor services worker employees appointed to one of the regular visitor services worker positions will receive a full benefit package when working a minimum of 20 hours per week.

**H. Performance Evaluation.** Performance evaluations will be performed at least once during the initial 30 workday probationary period.

**I. Disciplinary Action**

1. Nothing contained in this section precludes the visitor services manager or Zoo Director from establishing work rules not inconsistent with this section for efficient operations and administration of the job site, or precludes the manager from having private discussions with employees. These discussions may be in the form of assignment, instruction, or any other job-related communication.
2. It is appropriate, though not always necessary in every circumstance, that disciplinary actions be taken progressively. Disciplinary actions will take into consideration the degree, severity, and frequency of the offense and/or circumstances surrounding the incident. Any disciplinary action shall be done in a manner that is least likely to embarrass the employee before other employees or the public. Copies of disciplinary actions shall be placed in the employee's personnel file. Any disciplinary action may be grieved under the grievance procedure established in Chapter 2.02 of the Code.
3. The following are some examples (but not all) of the types of conduct which will result in disciplinary action. The listing of these examples is for illustrative purposes:
  - a. Abandonment of position.
  - b. Absence from duty without leave.
  - c. Abuse of leave privileges.
  - d. Below standard work performance.

- e. Discourteous treatment of the public or other employees.
- f. Intoxication during working hours.
- g. Fraud in securing appointment or promotion.
- h. Insubordination.
- i. Misuse of Metro property, funds or records.
- j. Neglect of duty.
- k. Willful deceit.
- l. Any conviction by a court of law which demonstrates an impaired ability to properly perform work for the division.
- m. Violation of Metro Code, ordinances and regulations, established work rules and directives, including those directives defined in the Visitor Services Worker Handbook.

4. Dismissal. Should the actions of an employee indicate the dismissal of the employee may be necessary, the visitor services manager will review the proposed termination with the Human Resources Director, including a review of any response or explanation by the employee. If the dismissal action is appropriate, the visitor services manager will seek authorization from the Zoo Director to proceed with the dismissal. The employee shall be notified in writing of the dismissal action. The notice will become a permanent part of the employee's personnel file. Payroll shall be notified to prepare the final check.

**J. Promotion**. Eligibility for assignment to visitor services worker 2 and 3 classifications shall be established by the visitor services manager and shall be subject to in-house recruitment established in (f)(1-3) above upon determination that an employee has acquired or possesses the knowledge, skill and ability required for the position.

**K. Wage Rates**

- 1. Visitor services worker employees will be paid at a rate in the pay plan recommended by the visitor services manager and the Human Resources Director, and approved by the Chief Operating Officer and the Council.
- 2. The step range for each employee shall be established on the basis of individual qualifications and work assignment. It will be the general practice to appoint new visitor services worker employees at the beginning

step of the visitor services worker 1 salary range. Exceptions approved by the Chief Operating Officer may be made to allow hiring above the beginning step. Total hours of previous work experience with the Zoo and the quality of that work will be considered in determining the step for previous employees reemployed at the Zoo in subsequent seasons.

3. Eligibility for a wage increase shall be at the discretion of the visitor services manager and after successful completion of the initial probationary period.
4. Section 2.02.160 of the Metro Code (Salary Administration Guidelines) shall not apply to any visitor services worker employees.

**L. Reporting and Hours of Work**

1. Because the number of seasonal visitor services worker employees needed at a given time depends upon weather conditions, such employees may be relieved from duty prior to the end of a scheduled workday or may be directed to not report for duty on a scheduled workday. The Director or his/her designee shall establish appropriate procedures for regulating reporting during inclement weather.
2. Work schedules will be posted, and will be subject to subsection (1) above. No employee will be called to work for less than three hours in one day.

**M. Rest and Meal Period**

1. A rest period of 10 minutes with pay will be provided during each work period of four hours.
2. A non-paid lunch period of 30 minutes shall be provided. Whenever possible, such meal period shall be scheduled in the middle of the shift.

**XLI. VOLUNTEERS**

A volunteer is an individual serving in a non-paid voluntary status. Volunteers are not considered employees of Metro and are not subject to the provisions of these policies, except as otherwise provided by law.

**XLII. ACKNOWLEDGMENT OF RECEIPT OF PERSONNEL POLICIES**

All permanent employees shall be given a copy of these policies of the Code and shall acknowledge receipt by signing the following statement:

“I acknowledge that I have received a copy of the Metro Code, Chapter 2.02, which outlines my working conditions, privileges and obligations as an employee. These policies constitutes the general policies of Metro and may be supplemented by

more specific policies. Further, I understand that these policies is necessarily subject to change. I understand that no contract of employment can be created, nor can an employee's status be modified by any oral or written agreement (except a valid collective bargaining agreement), representation, or course of conduct. Lastly, I understand that these policies do not in any way constitute a contract of employment, either express or implied."

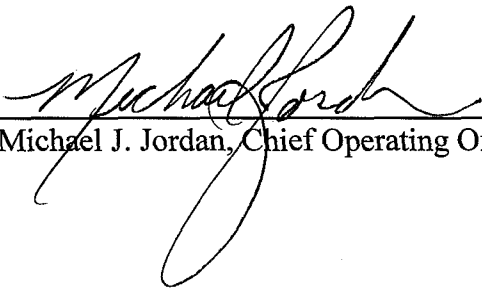
\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number

IT IS SO ORDERED this 1<sup>st</sup> day of July, 2005.

  
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Michael J. Jordan, Chief Operating Officer