

METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 147

Approving the adoption of Policy Statement, titled "Policy on Staff Benefits" (related to reimbursements for travel, dues, association membership, and transportation), dated September 11, 1991.

The Metropolitan Exposition-Recreation Commission finds it necessary to establish a policy confirming current and past practices of the Commission regarding reasonable expenses for travel, entertainment, membership in professional associations, civic and service organization, transportation, etc. for the General Manager and senior management staff (Director of Finance & Administration, Facility Directors and the Assistant to the General Manager), and other non-represented staff where applicable.

BE IT THEREFORE RESOLVED:

That Policy Statement, titled "Policy on Staff Benefits", dated September 11, 1991, a copy of which is attached hereto, related to reimbursements for travel, dues, association membership, and transportation for the General Manager and senior management staff (Director of Finance & Administration, Facility Directors, and Assistant to the General Manager), and other non-represented staff where applicable.

Passed by the Commission on September 11, 1991.



Chair



Secretary/Treasurer

APPROVED AS TO FORM



Metro General Counsel

METROPOLITAN EXPOSITION-RECREATION COMMISSION

POLICY ON STAFF BENEFITS

September 11, 1991

Purpose: To establish a policy confirming current and past practices of the Commission regarding reimbursement of reasonable expenses for travel, entertainment, membership in professional associations, civic and service organizations, transportation, etc., and employee benefits for the General Manager and senior management staff (Director of Finance & Administration, Facility Directors and Assistant to the General Manager), and other non-represented staff where applicable.

Policy: The Commission shall provide to the General Manager and to the senior management staff and other staff where applicable certain benefits and reimbursements for business activities deemed beneficial to the Commission and to the organization as a whole:

1. All employee benefits provided by the Metropolitan Exposition-Recreation Commission to its employees consistent with Metropolitan Exposition-Recreation Commission Personnel Policies, including health and dental insurance, retirement benefits, life insurance, social security, workers compensation, paid holidays, paid vacations, sick leave, funeral leave, military leave, leave for jury duty and credit union options.
2. All travel, entertainment and other reasonable expenses incurred in the performance of their duties as budgeted and as approved,
 - a. by the Commission for the General Manager;
 - b. by the General Manager for senior management staff;
 - c. by senior management staff for other non-represented personnel.
3. All dues for professional associations, civic and service organizations as shall be deemed advantageous and advisable by the Commission. In this regard, the Commission strongly recommends the General Manager (and to a similar but lesser degree the senior management staff, etc.) be actively involved with and attend association meetings and professional conferences such as IAAM, ASAE, NAEM, PCMA, RCMA, OSAE, etc., to keep the Commission and staff abreast of convention / entertainment industry trends and to market Commission facilities and the metropolitan area of Portland, Oregon. The Commission shall pay the cost of travel, registration, tuition, lodging, food and entertainment for attending these functions as budgeted and as approved,
 - a. by the Commission for the General Manager;
 - b. by the General Manager for senior management staff;
 - c. by senior management staff for other non-represented personnel.

In addition to the above items for the General Manager, the Commission shall provide:

1. The Commission shall provide the General Manager an automobile which is suitable and commensurate with Commission business for use in performance of the General Manager's duties. The Commission shall pay for all expenses of operation of the automobile including all maintenance and insurance. The General Manager shall pay the Commission a sum of \$3.00 per day or \$60.00 per month for all personal use of the automobile to satisfy IRS regulations.
2. The Commission recommends the General Manager pursue obtaining a corporate club membership suitable to Commission business and for the continued enhancement of marketing and customer relations. Actual club selected is subject to Commission approval. All fees and expenses associated with club membership will be paid by the Commission and ownership of the membership remains with the Commission with the General Manager designated as the user of this membership.
3. The Commission understands that in the performance of the General Manager's duties, it is necessary for the General Manager to attend events in all facilities managed by the Commission. Therefore, the General Manager will be provided with four (4) tickets to each event in all facilities managed by the Commission for the General Manager's use in observing event operations, for promotion and marketing of facilities and customer relations.
4. From time to time the Chair of the Commission may have reason to and can approve additional staff benefits or reimbursements deemed beneficial to the purposes of the Commission that are not mentioned above on a case-by-case basis.