

METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 152

Approving an Addendum to the Metropolitan Exposition-Recreation Commission's Personnel Policies and Guidelines concerning certain Memorial Coliseum, Civic Stadium and Portland Center for the Performing Arts, Operations Department Employees, formerly represented by the International Alliance of Theatrical Stage Employees, Local 28, and presently decertified and unrepresented.

The Metropolitan Exposition-Recreation Commission finds:

1. That as a result of a decertification election on September 10, 1991, the Utility Workers and Event Custodians at Memorial Coliseum, Civic Stadium and Portland Center for the Performing Arts who had been represented by the International Alliance of Theatrical Stage Employees, Local 28, became non-represented employees.

2. That at the time of decertification, the Commission's Staff was in negotiations with Local 28 representatives regarding the labor agreement renewal covering the Utility and Custodial employees, these negotiations terminating at the time of the filing of the decertification petition.

3. That as a result of the successful decertification, the previously applicable wage scales and terms and conditions of the former labor agreement became null and void, since which time these employees were covered under the Commission's Personnel Policies and Guidelines exclusively in the absence of a labor agreement.

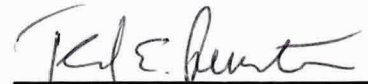
4. That it is necessary to amend the present Personnel Policy and Guidelines to address issues not in those Policies, but previously covered by the contract, and to adjust the wage rates of classifications as set forth in the Addendum attached.

5. That the financial impact of the proposed wage adjustments would be approximately \$42,000 for the fiscal year 1991-1992, with wage rates being retroactive to July 1, 1991, and that adequate funds are budgeted to accommodate this proposed adjustment.

BE IT THEREFORE RESOLVED:

1. That the Metropolitan Exposition-Recreation Commission approves adoption of the "Addendum to Metropolitan Exposition-Recreation Commission Personnel Policies & Guidelines for Operations Employees at the Memorial Coliseum, Civic Stadium, & Portland Center for Performing Arts, Formerly Represented By IATSE Local 28", attached hereto, and that the wage rates included in that addendum be retroactive to July 1, 1991.

Passed by the Commission on this 13th day of November, 1991.


Chairman


Secretary/Treasurer

APPROVED AS TO FORM:


METRO General Counsel

Metropolitan Exposition-Recreation Commission

P.O. Box 2746 • Portland, Oregon 97208 • 503/731-7800 • Fax #731-7870 • 777 NE Martin Luther King Jr. Blvd.

November 11, 1991

MEMORANDUM

TO: Metropolitan Exposition-Recreation Commission
Ted Runstein, Chair
Sam Brooks
Ben Middleton
Ron Kowamoto
Mitzi Scott
Richard Ares
Dick Waker

FROM: Staff Committee
Mark Hunter
Paula Paris
Nancy Meyer
Mike Brock

SUBJECT: Proposed Addendum for MERC Personnel Policies and Guidelines Concerning Certain Operations Employees Formerly Represented by IATSE Local 28 (Coliseum, Stadium, Portland Center for Performing Arts)

Background

As a result of the decertification election on September 10, 1991, the utility workers at Memorial Coliseum, Civic Stadium & Portland Center for Performing Arts who had been represented by IATSE Local 28 became non-represented employees. Since that time, these individuals have been covered by the general provisions of the current MERC Personnel Policies and Guidelines.

The policies and guidelines have been in place since 1981. Revisions and appropriate updates have been approved by the Commission from time to time.

Recommendation

It is the staff recommendation that in the interest of fairness and consistency, certain practices and procedures concerning this group should remain in force. These practices and procedures were originally established by the former labor agreement in conjunction with departmental work rules, and, as such, constitute variations or exceptions to current policy. Additionally, the proposed addendum addresses the issue of an appropriate pay increase for the decertified group, since this issue was unresolved during collective bargaining prior to decertification.

The content of the addendum is summarized below as follows:

Definition:

The group of employees covered by the addendum will be non-represented, non-supervisory regular full-time or part-time operations personnel at the Memorial Coliseum, Civic Stadium and Portland Center for Performing Arts (Civic Auditorium, Arlene Schnitzer Concert Hall, and Intermediate & Winningstad Theatres of the New Theatre Building) in the classifications listed in the addendum including Operations Worker I, Operations Worker II, Operations Lead I, Operations Lead II, Operations Grounds Lead, Operations Maintenance, and Operations Event Custodian.

Salary Increase:

It is proposed that the members of the affected group receive a 4% pay increase, plus for the full-time employees (Event Custodians are part-time) an additional .5% to offset any loss in health and welfare benefits which may have resulted from transferring administration of the Exposition-Recreation Commission from the City of Portland to the Metropolitan Service District.

The proposed 4% salary increase also approximates the average figure received by other non-represented employees as a result of the classification study.

**Additional Salary
Incentives:**

All employees covered by the addendum will continue to receive:

- a. A minimum of 4-hours for call-in pay.
- b. Overtime pay for more than 8 hours worked in a day or 40 hours worked in a week.
- c. A shift differential of \$.25 per hour for second shift work and \$.50 per hour for third shift work.

**Performance Evaluation
System:**

The existing performance evaluation system will remain in effect. This system requires that employees must receive two consecutive semi-annual evaluations of "above standard" before they can advance to the merit steps of the pay scale. Similarly, employees who are at a merit step who are evaluated less than "above standard" may be demoted to a lower step until their performance improves.

Fiscal Impact

The staff committee proposes that the recommended 4.0% increase for all of the aforementioned Operations Employees, plus .5% for the full-time employees (Event Custodians are excluded), for medical benefits compensation be retroactive to July 1, 1991 for this group of non-represented, non-supervisory regular full-time and part-time employees. Fiscal impact of this increase for the 1991-92 fiscal year would be approximately \$42,000 for these 25 full-time and 20 part-time Operations Employees. Adequate funds exist in the current budget to accommodate the recommended increase.

General Manager's Concurrence



L. J. Fehrkamp

ADDENDUM TO
METROPOLITAN EXPOSITION-RECREATION COMMISSION
PERSONNEL POLICIES & GUIDELINES
FOR
OPERATIONS EMPLOYEES AT THE MEMORIAL COLISEUM,
CIVIC STADIUM, & PORTLAND CENTER FOR PERFORMING ARTS
FORMERLY REPRESENTED BY IATSE LOCAL 28

SCOPE OF ADDENDUM

This addendum applies to non-represented, non-supervisory regular full-time or part-time operations personnel at the Memorial Coliseum, Civic Stadium, and Portland Center for Performing Arts (Civic Auditorium, Arlene Schnitzer Concert Hall and the New Theatre Building) in the classifications of Operations Worker I, Operations Worker II, Operations Lead I, Operations Lead II, Operations Grounds Lead, Operations Maintenance, and Operations Event Custodian.

Items not specifically covered by this addendum are covered by the current Metropolitan Exposition-Recreation Commission "Personnel Policies and Procedures".

Pay Increase

Effective July 1, 1991, all employees working the classifications specified in the following Pay Schedule will receive a 4% pay increase, plus for full-time employees only (Event Custodians are part-time) an additional .5% to offset any loss in health and welfare benefits which may have resulted from transferring administration of the Exposition-Recreation Commission from the City of Portland to the Metropolitan Service District.

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Operations Workers - Pay Schedule

<u>Classification</u>	<u>Step</u>	<u>Pay Schedule</u> <u>Effective July 1, 1991</u>
Operations Grounds Lead	1	\$ 9.78
	2	\$10.29
	3	\$10.67
	4	\$10.93
	5	\$11.21
Operations Maintenance	1	\$10.21
	2	\$10.71
	3	\$11.24
	4	\$11.53
	5	\$11.82
Operations Worker I	1	\$ 7.85
	2	\$ 8.25
	3	\$ 8.65
Operations Worker II	1	\$ 8.81
*	2	\$ 9.25
	3	\$ 9.70
	4	\$ 9.94
	5	\$10.20
Operations Lead I	1	\$ 9.57
	2	\$10.04
	3	\$10.30
	4	\$10.56
	5	\$10.87
	6	\$11.20

*Operations Worker II can be a promotional step from Operations Worker I and the probationary period is not repeated. The employee is promoted into Step 2 of the Operations Worker II category.

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Classification

Operations		
Lead II	1	\$10.20
	2	\$10.70
	3	\$10.98
	4	\$11.24
	5	\$11.57
	6	\$11.93
Operations		
Event Custodian	1	\$ 7.56
	2	\$ 7.94

1. Event Custodians shall be ineligible for all employer provided fringe benefits, including but not limited to holidays, vacations, health and life insurance, sick leave and funeral leave, jury duty, and Public Employee Retirement System. Event Custodians shall receive shift differential pay in accordance with Paragraph 4 of this Addendum.
2. Employees shall be compensated on the basis of time worked in the classification set forth in the pay schedule of this Addendum, subject to a minimum four (4) hour call if an employee is scheduled and is not notified of a scheduled change prior to reporting for work.
3. All time worked over eight (8) hours in on any work day or over forty (40) hours in any work week shall be compensated at time and one-half of the employee's regular hourly wage rate, exclusive of shift differential or other premium pay. In no event shall overtime pay be duplicated or pyramided.
4. Employees assigned to work a second or third shift shall receive a shift differential of 25 cents per hour for the second shift and 50 cents per hour for the third shift, respectively. Second shift assignments are from 12:00 Noon through 7:59 p.m. Third shift assignments are from 8:00 p.m. through 3:59 a.m. Shift differential pay is applicable and consistent through the entire shift as dictated by the starting time of the shift during each of those respective periods.

Performance Evaluation System

1. Step 1 (Probationary Step) - Step 1 is the probationary step or entry level step. Employees must start at this level for at least thirty (30) calendar days but not more than one hundred eighty (180) calendar days. During this period, the employee will be evaluated two (2) times, once approximately every three months.

These evaluations are to determine if the employee possesses the ability and/or potential to perform the job class effectively. An employee would automatically move to Step 2 after receiving a standard or above standard rating at the end of his probationary period. Employees serving their initial probationary period may be terminated for any reason.

2. Step 2 (Training Step) - Step 2 is a period of one year. Generally, this is a time an employee amasses the training and/or knowledge necessary to properly perform the duties of his job. An employee in this step would be evaluated two times, the first time six months after his move to Step 2, and the second time one year after the movement to Step 2. Step 2 is the last step, or full performance step for Event Custodians.

An employee who received two consecutive evaluations of standard or above would automatically move to Step 3 after one year, with the exception of Event Custodians who have only 2 steps. An employee who receives below standard ratings would be extended in Step 2 until two consecutive standard evaluations are submitted by the employee's supervisor (an employee would receive special follow-up evaluations every three months in this circumstance).

3. Step 3 (Full Performance) - This is the step at which an employee is trained and performing at full capacity. This is the salary level stipulated for standard performance. Step 3 is the maximum step advancement for Operations Worker I, and is therefore the "full performance" step. An employee in this step would receive twice yearly evaluations. Employees in the Operations Lead I or II classification would move to Step 4 after one year provided the employee has received standard or above standard evaluations. Step 4 would, therefore, be considered the full performance step for the Operations Lead I or II classification with the Steps 5 and 6 serving as the merit steps. To be eligible for merit steps the Operations Lead I or II classifications, an employee would have to be in Step 4 for at least one year and must have received two consecutive evaluations of above standard.

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4. Step 4 (Merit Step) - In order for an employee to be eligible for Step 4 (Step 5 or 6 for Operations Lead I or II), he or she must have been in Step 3 (Step 4 for a Operations Lead I or II) for at least one year and must have received two (2) consecutive evaluations of above standard. In order for an employee to move into the merit steps, this move must be approved by the Operations Manager, based on a recommendation from the employee's supervisor. An employee may be removed from Step 4 and demoted to Step 3 if the employee received two consecutive below standard evaluations. Any evaluations more than forty-five (45) days late will be automatically considered "above standard".

5. Step 5 (Merit Step) - Step 5 is also a merit step. To reach Step 5 (Step 6 for Operations Lead I or II), an employee must have been in Step 4 or 5 for a period of at least one year, and must during that time, receive two consecutive evaluations of above standard. Any evaluation more than forty-five (45) days late will be automatically considered "above standard". A move to Step 5 is subject to the Operation Manager's approval based on the supervisor's recommendation. An employee may be removed from Step 5 and demoted to Step 4 if the employee receives two consecutive below standard evaluations. Any evaluations more than forty-five (45) days late will be automatically considered "above standard".