

**METROPOLITAN EXPOSITION-RECREATION COMMISSION**

**Resolution No. 03-09**

**For the Purpose of Adopting Revised Personnel Policies**

WHEREAS, the Commission is authorized to adopt personnel policies pursuant to Metro Code 6.01.040(h); and

WHEREAS, it is necessary to update the MERC Personnel Policies from time to time; and

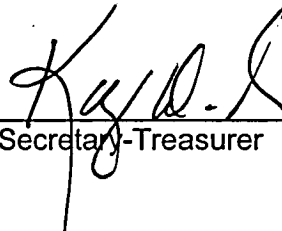
WHEREAS, it is necessary to make a number of revisions to keep the policies current.

**BE IT THEREFORE RESOLVED THAT THE Metropolitan Exposition-Recreation Commission revises the Personnel Policies as shown on the attached Exhibit A, effective April 1, 2003.**

Passed by the Commission on March 26, 2003.



Chair



Secretary-Treasurer

Approved As To Form:  
Daniel B. Cooper, General Counsel

By: Kathleen J. Pool

## MERC STAFF REPORT

**Agenda Item/Issue:** Consideration of resolution to approve revised and updated personnel policies

**Resolution No.:** 03-09

**Date:** March 26, 2003

**BACKGROUND:** The MERC Personnel Policies were adopted by MERC Resolution No. 8 on June 28, 1988. The policies have been revised six times; the most recent revision was December 19, 2001.

Although the current policies were completely revised in 2001, the changes recommended in this resolution have come to the forefront as, primarily, housekeeping issues. The changes that are being recommended appear in red and blue and are included in Attachment A. The changes are as follows:

- Definition v. (p. 5)
- 8.3 Performance Evaluation for Full and Part-time Represented and Non-Represented Probationary Employees (p.17)
- 9.1 Announcements and posting (p.19)
- 9.4 Employment of Relatives or Near Relatives (p. 20)
- 11.0 Purpose (p.21)
- 11.2 Time Missed During the Initial Probationary Period (p. 21)
- 11.6 D Funeral Leave (p. 23)
- 12.10 Travel Policy (pp 30-34)
- 12.17 Drivers Licenses (p. 36)
- 13. B Discipline and Discharge (p. 38)
- 16.1C Holidays (p. 44)
- 16.6 Funeral Leave (p. 51)
- 17.2 Voluntary Employee Savings Plan (p. 53)
- 19 Acknowledgment of Receipt of Personnel Policies (pp 59-60)

I want to thank legal counsel, Lisa Umschied, for working on the December 19, 2001 major overhaul of the policies and, being familiar with the policies, assisting with these revisions.

**FISCAL IMPACT:** None

**RECOMMENDATION:** Commission approval of Resolution 03-09.

## METROPOLITAN EXPOSITION-RECREATION COMMISSION

### PERSONNEL POLICIES

Effective April 1, 2003

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Adopted by MERC Resolution No. 8 on June 28, 1988; Adopted and revised by Metro resolution No. 88-975 on September 22, 1988; Revised by MERC Resolution No. 55, on March 14, 1990; Revised by MERC Resolution No. 188, on July 8, 1992; Revised by MERC Resolutions No. 93-7 and No. 93-8, on August 11, 1993; Revised by MERC Resolution No. 95-4, on January 11, 1995; Revised by MERC Resolution No. 95-56, on October 9, 1996; Revised by MERC Resolution No. 97-20, on April 9, 1997; Revised by MERC Resolution No.01-52, on December 19, 2001; Revised by MERC Resolution No. 03-09, on March 26, 2003.

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- t. Human Resources Manager: MERC Human Resources Manager.
- u. Hourly Rate: The rate of compensation for each hour of work performed by hourly staff.
- v. Immediate Family: Unless defined differently in a recognized collective bargaining agreement or by applicable law, immediate family means husband, wife, son, daughter, father, mother, brother, sister, father-in-law, mother-in-law, aunt, uncle, niece, nephew, grandparents, grandchildren, domestic partner and equivalent relatives of the employee's domestic partner or any relative living in the employee's household.
- w. Internal Recruitments: A recruitment for a vacant position in which only current regular status MERC employees, and current Metro employees who are eligible under the Metro Code, may be considered as internal candidates.
- x. Job Classification: A group of job positions with similar duties, responsibilities and authority, for which the same qualifications may be required, and for which the same pay range shall be applied, and which is included in the Commission's compensation plan.
- y. Job Share: A job share position is a full-time position which is shared by two employees.
- z. Layoff: A separation from employment because of organizational changes, lack of work, lack of funds or for other reasons not reflecting discredit on the employee.
- aa. Market Target: As used in the Commission's Pay For Performance Program, the mid-point in a salary range.
- bb. MERC: Metropolitan Exposition-Recreation Commission. A seven-member commission appointed by the Metro Council President and confirmed by the Metro Council, responsible for overseeing the management of regional trade and spectator facilities.
- cc. Metro: Metropolitan Regional Government. The Commission's regionally elected governing body.
- dd. Non-benefited Position: Any position that is less than full-time.
- ee. Non-exempt Employee: A position that is eligible for overtime compensation.
- ff. Non-represented Employee: An employee who is not a member of a collective bargaining unit.

mid-year evaluation is due no later than January 31. The year-end evaluation is due no later than July 31. The year-end evaluation will become part of the employee's permanent personnel record.

In the event that an employee disagrees with a manager's written evaluation of the employee, the employee may note their disagreement and attach a statement of clarification to the evaluation form. The manager has final authority to establish the goals and the evaluation.

## **8.2 Performance Evaluation for Full and Part-time Represented Employees and Part-time Non-represented Employees**

Supervisors should evaluate the performance of their non-temporary employees annually or more frequently, prior to the employee's anniversary date, and forward the written performance evaluation to the Human Resources Manager.

Performance reviews should be sufficiently specific to inform and guide the employee in the performance of job duties and responsibilities and to provide the necessary documentation for management's personnel decisions.

Performance evaluations are intended to be a management tool for supervisors and managers, and a tool for employees to use in their professional growth and career development. An employee's receipt of a positive performance evaluation does not guarantee or promise that the employee will receive an increase in pay or continued employment. Similarly, a supervisor's failure to provide an employee with a performance review does not guarantee that an employee's performance is satisfactory.

## **8.3 Performance Evaluation for Full and Part-time Represented and Non-represented Probationary Employees**

All initial and promotional probationary employees shall have their work performance evaluated by their immediate supervisor at least two times during their probationary period.

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## **8.4 Performance Communication**

The supervisor shall communicate the results of a performance evaluation to the employee. The employee must acknowledge that they have reviewed the evaluation. In the event the employee refuses to sign the evaluation form, the supervisor will acknowledge the employee's refusal to sign in writing on the form. The employee shall receive a copy of the evaluation before it is placed in the employee's personnel file. Employees may attach a statement of clarification to their evaluation form.

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The internal recruitment will be posted for 7 calendar days. Postings will be placed prominently in employee areas in all Metro and Commission facilities. Internal applicants will be given first consideration for these internal recruitments. Internal applicants who meet the minimum qualifications and pass the supplemental screening for the position may be interviewed in this internal recruitment process. Should no internal applicant be selected through this process, the first opportunity area recruitment process will begin.

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C. First Opportunity Recruitment

The First Opportunity Program is intended to provide maximum employment opportunities for economically disadvantaged residents living in the First Opportunity Target Area.

First Opportunity Recruitments are openings for first opportunity area applicants for vacant positions. In addition to standard recruiting techniques, good faith outreach efforts will be made through target area job training and economic development agencies to identify, recruit, assist and if necessary, train and refer such applicants. When vacancies occur, the First Opportunity recruitment will be posted and advertised for 14 calendar days. Postings will be placed prominently in employee areas in all Metro and Commission facilities and will be advertised as employment opportunities in at least one Target Area newspaper. First opportunity applicants will be given consideration for the employment opportunities after the internal recruitment process has concluded. First opportunity applicants who meet the minimum qualifications and pass the supplemental screening for the position shall be interviewed in this First Opportunity Target Area recruitment process. Should no First Opportunity Target Area applicant be selected through this process, the general recruitment process will begin.

D. General Recruitment

In the event no qualified applicant is selected through the internal or First Opportunity process, standard recruiting techniques will be used to attract a sufficient number of qualified applicants from whom one or more may be selected. The period of recruitment will be indicated on job announcements and advertisements.

9.2 Voluntary Demotion

The standard selection process may be waived by the Human Resources Manager or designee in the event of a voluntary demotion when the demoted employee is deemed qualified and a vacancy exists.

9.3 Applications

The Commission or designee may elect to receive and/or screen the applications.

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#### 9.4 Employment of Relatives or Near Relatives

No relative or near relative shall work together in a supervisory/subordinate role with another relative or near relative.

Any employment of relatives or near relatives requires the recommendation of the Human Resources Manager and the approval of the Facility Director.

If two employees who are in a supervisor/subordinate role or who work as co-workers in the same department become near relatives, the Facility Director's and Human Resources Manager's approval is required for their continuation in the same working relationship. Approval for such appointments may be granted when justified as being in the best interest of the Commission.

Near relatives are husband, wife, son, daughter, father, mother, brother, sister, father-in-law, mother-in-law, aunt, uncle, niece, nephew, grandparents, grandchildren, domestic partner and equivalent relatives of the employee's domestic partner or any relative living in the employee's household.

**Deleted:** parents, children, spouses, domestic partners, brothers, or sisters, including in-laws and step-relatives in these relationships

### SECTION 10 - RECORDS

#### 10.0 Personnel Records

An official personnel file shall be maintained for each employee of the Commission. The personnel file will constitute the official record of an individual's employment with the Commission. No information that reflects critically upon an employee shall be placed in an employee's personnel record without giving a copy to the employee.

Access to the personnel file shall be limited to the employee, management staff and the staff of Metro and MERC Human Resources who have a work related need for information. 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 Department employees may review their files in the Human Resources Department during regular Commission business hours. Employees have the right to inspect and copy information in their personnel files to the extent provided by state law. Original personnel records cannot be removed from the Human Resources Department. Information in personnel files will be treated as exempt from public disclosure to the extent permitted by the Oregon Public Records law.

#### 10.1 Working Files

Supervisors and managers may, and are encouraged to, keep working files for purposes of employee evaluations and managing their employees. Working files are not official personnel files.

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## SECTION 11 - PROBATIONARY PERIOD

### 11.0 Purpose

The initial and promotional probationary period shall be a continuation of the screening process and shall provide the supervisor an opportunity to observe the employee's work, to train, instruct and aid the new employee in adjustment to the new position, and to reject any employee whose work performance fails to meet required standards. The successful completion of probation is for the Commission's internal screening process only, and does not confer any form of tenure or other expectation of continued employment.

### 11.1 Duration

All initial full-time or part-time appointments, or transfers to a new classification within the same salary range, and all promotional probationary appointments shall be tentative and subject to a minimum probationary period of six (6) full months of service unless otherwise specified in an applicable collective bargaining agreement.

### 11.2 Time Missed During the Probationary Period

If an employee is absent from work for any full or partial work days totaling full work days for any reason during the initial and promotional probationary period, the employee's probationary period shall be extended by the number of days the employee was absent from work.

Employees are entitled to use their accruals during their promotional probationary period.

### 11.3 Evaluation Prior to the End of Probationary Period

It shall be the goal of the Commission that employees have their work performance evaluated by their immediate supervisor at least two times during their probationary period. The first evaluation should occur approximately midway through the probationary period, and the second evaluation should occur prior to the end of the probationary period. A supervisor's failure to evaluate an employee during probation does not mean the employee automatically successfully completes probation.

### 11.4 Voluntary Demotion

Voluntary demotions do not require an additional probationary period if employees have completed their initial probationary period.

### 11.5 Action at End of Probationary Period

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Funeral leave benefits shall be provided as described in Section [16.6](#).

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When the Commission reasonably suspects that an employee has consumed or is under the influence of alcohol or any other substance or is otherwise in violation of this policy, the Commission may require that the employee submit to appropriate tests for alcohol or prohibited drugs or substances in their system, including urinalysis. Failure to promptly give written consent, without qualification, to such testing and failure to provide samples for such testing will be grounds for immediate suspension pending further investigation and consideration, and for discipline, including termination.

The Commission will bear the expense of all testing under this provision requested by the Commission. A positive test must be confirmed by a second test, which uses a different methodology than the one used for the initial positive result. An employee subject to testing will, upon request, receive a sample of the tested substance so that the employee can submit it to an independent lab (chosen by the Commission) for verification.

The results of all investigations, tests, and discipline will be kept strictly confidential to the extent possible and permitted by law, except that such information will be made available on request by the employee.

#### D. Commercial Driver's License (CDL)

All Commission employees holding CDL's that operate commercial vehicles on behalf of the Commission will be subject to the federally mandated drug and alcohol testing requirements.

The Federal Highway Administration (FHWA) has promulgated rules to implement the Omnibus Transportation Employee Testing Act of 1991. These rules affect those employees required to maintain a CDL as part of their jobs. The Commission will follow and meet all Federal regulations.

### 12.9 Ethics Policy

All MERC Commissioners and employees are covered by the Oregon Government Standards and Practices Act. All Commissioners and employees must comply with all requirements of the state ethics laws for public officials and employees. Any Commissioner or employee who has a question about the state ethics laws may obtain a copy of the law's requirements from the Human Resources Manager.

### 12.10 Travel Policy

#### 1 Policy Statement

Travel for the purpose of enhancing business opportunities and improving service and operations is an integral part of MERC's mission. It is the policy of the Commission to keep such expenditures at a cost-effective level without prejudicing the purpose of the travel.

It is the policy and practice of the Metropolitan Exposition-Recreation Commission (MERC) to reimburse its employees and Commission members for business travel expenses

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that are ordinary and necessary business expenses including: reasonable travel, lodging, subsistence, and related expenses incurred while conducting business, providing that the expenses are prudent and directly related to the individual's service on behalf of MERC.

Those who travel on MERC business are expected to neither gain nor lose financially with respect to such travel costs.

The provisions in this policy can only be exceeded under limited circumstances regardless of a department's ability to fund expenses at a higher level. The policy can only be exceeded with prior written approval of the Facility Director or General Manager.

#### Purpose

This policy governs out-of-town and local travel used to conduct official Commission business.

The intent of the travel policy and procedures is to clearly identify, for MERC Commissioners and employees, those expenses considered a legitimate and appropriate part of MERC travel costs.

The procedures stipulate the way in which travel is to be arranged and details the various methods by which travel expenses may be paid.

#### Principles

Traveling employees are expected to exercise prudent judgment regarding the ordinary and necessary business expenses covered by this policy. This does not mean that the least expensive alternative available must always be adopted. It does mean that the employee is expected to exercise prudent judgment regarding expenses and cost should be an important determinant in decisions regarding travel arrangements.

Employees are encouraged to plan ahead in order to take advantage of the best possible travel rates. All efforts should be made to take advantage of reduced fares or discounts.

Prior to approving travel, managers should feel confident that the travel is necessary to meet facility and MERC objectives, the employee assigned to travel is the appropriate person for the assignment; and, the expenditure to be incurred is budgeted, cost effective and promotes the mission of MERC.

#### Administration

The Facility Director reviews and approves travel and travel expenditures. The Director of Administration/Chief Financial Officer, or designee, is authorized to oversee the reimbursement program, design and distribute forms and instructions, and carry responsibility for submitting claims to Metro for reimbursement in a timely manner. Claims will be processed in accordance with administrative procedures..

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When the use of a rental car is required as a business need rather than a personal convenience it may be approved by the Facility Director and shown in the Special Requirements section of the Travel Request Form.

It is the policy of MERC to use public transportation whenever possible. However, miscellaneous transportation expenses essential to the transaction of official MERC business will be reimbursed. These include, but are not limited to, taxi and bus fares, shuttles, parking fees, ferry and bridge tolls. A receipt is required except in cases where receipts are not commonly provided, such as bus fare.

5. Acceptable expenditures related to doing business

Registration fees required in connection with attendance at approved conventions, conferences, and official meetings.

Rental of space that is used to transact official business.

Charges for necessary personnel support services in connection with advancing MERC's business.

Business related faxes, E-mail, photocopies, computer/laptop hookup and support and telex charges made by an employee while away from their normal place of work will also be reimbursed.

Emergency purchases of materials and supplies.

6. Meals

Meals will be reasonable and reimbursed at actual cost based on receipts provided. Reasonable is defined by the Facility Director and/or General Manager.

Meal expenses for non-employees (except spouses, traveling companions, or other individuals not present for a MERC business-related purpose) may be reimbursed provided the claim details the business related purpose of the hospitality. If the hospitality expense is anticipated to be significant the employee should receive approval in anticipation of incurring the expense. Gratuities for meal service are allowed up to 20% and should be included on the meal receipt.

7. Prospective employees

Applicants for positions with high-level responsibility may, upon the approval of the Facility Director, receive travel expenses in connection with interviewing.

8. Automobile mileage

Automobile mileage is reimbursed in accordance with the current rate published by the Internal Revenue Service.

9. Personal

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Certain travel expenses, such as (but not limited to): in-house movies, special hotel facilities such as gyms, hairdressers, transportation costs to or from places of entertainment not associated with business, expenses of spouse or other traveling companions, non-business reading material, dependent care, pet boarding or house sitting expenses, loss or theft of personal effects, motor vehicle violations, personal travel insurance are not eligible for reimbursement.

Long distance telephone calls home are allowed provided the frequency and duration of such calls is reasonable.

Employees are encouraged to minimize the cost of telephone calls made from hotels through the use of alternate calling methods.

The actual cost of reasonable laundry and/or dry cleaning as evidenced by a receipt.

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#### 10. Non-meal gratuities

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Porter and bell services are authorized and limited to \$2.00 per bag. Porter and bell services do not require receipts for reimbursements.

#### 11. Abuse

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Intentional abuse of expense claims or other violation of these policies will result in disciplinary action up to and including termination.

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##### 2.1.1 Approval Authority

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Employees must receive advance authorization to travel and incur travel-related expenditures by the Facility Director or designee. The General Manager authorizes travel-related expenditures for Facility Directors.

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Significant changes in originally approved travel plans or costs require approval of the Facility Director or General Manager.

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#### 12.11 Confidentiality

Employees may work with, and may have access to, information that must be kept confidential. Such information includes customer and client data, product specifications, production techniques, personnel records and personnel matters, payroll data, financial data, sales and marketing activity and plans, trade secrets and proprietary information.

Confidential information may only be discussed with staff members and employees who have a work-related need for information. Failure to protect confidential information is a serious offense and subject to discipline up to and including termination.

**Deleted:** . All business travel shall be approved by the Commission, General Manager, facility directors or Director of Administration. Business travel is defined as travel in relation to official Commission business, which requires the employee to travel more than 55 miles from Portland.¶

¶ Other expenses related to travel for job-related Commission purposes within 55 miles of Portland should be reimbursed through petty cash or weekly expense reports.¶

¶ Allowable and non-allowable expenses are detailed in the Business Travel Policy.¶

#### 12.12 Personal Use of Electronic Office Equipment

Any personal use of electronic office equipment should be limited in terms of length of time and frequency. It should result in no or negligible cost to the public; any identifiable

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### **12.15 Accepting and Taking Items from Exhibitors**

No Commission employee is permitted to accept or take items from exhibitors. Accepting or taking items from exhibitors is subject to disciplinary action up to and including termination.

### **12.16 Inclement Weather**

All employees are to assume that all buildings are open as normally scheduled unless they are told otherwise by their Facility Director. In the event that a Facility Director or designee determines that inclement weather conditions justify shortening the workday for facility employees, any employee working that day shall be paid for their normal work hours. Any employee unable to report for work due to inclement weather may, upon approval of the Facility Director, use accrued personal or vacation leave.

### **12.17 Drivers' Licenses**

All employees driving on property managed by MERC or parking in MERC-owned or -operated facilities must have a valid driver's license.

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## **SECTION 13 – DISCIPLINE AND DISCHARGE**

### **13.0 General**

Nothing in these personnel policies precludes managers and supervisors from establishing work rules that are consistent with these policies for efficient operation and administration of the job site, or precludes supervisors 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 under the grievance procedure established in Section 14 by these policies. The Commission reserves the right to enter into last chance agreements with its employees.

A. Disciplinary actions shall include, but not be limited to, oral or written reprimand, suspension, reduction in pay, transfer, demotion and/or dismissal from employment. Any of these disciplinary actions may be utilized. It may not be necessary in every circumstance that the discipline be taken progressively.

The Commission reserves the right to discipline employees, up to and including termination, whenever:

1. The employee's performance is unsatisfactory, or
2. The Commission feels discipline or termination is appropriate for other reasons, or

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16. Inability to get along with fellow employees so that work being performed is hindered or below standard;
17. Violation of any Commission regulation;
18. Any falsification of information during the employment application or employment appointment process, regardless of when discovered;
19. Unlawful harassment or discrimination;
20. Theft, including personal or public property;
21. Sleeping on the job;
22. Gambling on Commission premises, including but not limited to card games, dice games;
23. Bringing weapons on Commission property;
24. Falsification of documents;
25. Violation of these personnel policies, established work rules or other management directives.

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fifteen (15) minute paid break period for every four-hour segment or major portion thereof in the work period. If an employee works a shift longer than 10 hours they are entitled to three paid rest breaks.

#### 16.1 Holidays

The following shall be considered holidays for full-time employees. However, Personal Days (16.1 C) cannot be utilized by employees in their initial probationary period.

HOLIDAY	DATE
New Year's Day	January 1
Martin Luther King, Jr.'s Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25
Three Personal Days	Open

A. Exempt employees working on a holiday will be compensated at their regular rate of pay and the holiday will be accrued to be taken at a later date. Non-exempt employees who work on a holiday and are eligible for overtime compensation shall receive one and one-half (1-1/2) time compensation for the time worked if the employee has actually worked 40 hours during the week in which the holiday occurs. If the employee has not worked 40 hours during the week in which the holiday occurs, payment for time worked will be at straight time. Additional holiday compensation does not apply to personal days (16.1 C).

B. A work week is defined as Monday at 8:00 AM through Friday at 5:00 PM unless the department is a 24-hour operation and then the workweek is Thursday at midnight through Wednesday at 11:59 PM.

C. The three (3) personal days may be used at the employee's discretion during the fiscal year in which they accrue.

Employees hired between July 1 and October 31 will receive three (3) personal days; employees hired between November 1 and February 29 will receive two (2) personal days; and employees hired between March 1 through June 30 will receive one (1) personal day. Requests to use personal days will be handled as vacation leave (16.2 C). If the personal holidays are not taken within the fiscal year, they will be lost.

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Personal days cannot be utilized by employees in their initial probationary period.

Employees hired between January 1 and June 30 may carry their personal holiday(s) earned during probation until the end of the following fiscal year.

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5. Failure to submit a written request in accordance with (1) above may result in a reduction of leave time by 3 weeks as a penalty for untimely notice of leave or may result in a delay of the 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. Employees who do not return may be disciplined up to and including termination.

## **16.6 Funeral Leave**

### **A. Use of Funeral Leave**

A maximum of three (3) days leave with pay shall be allowed a full-time employee to attend the funeral of the employee's immediate family member. Time not worked because of such absence shall not affect accrual of vacation or sick leave.

### **B. Additional Leave**

If travel is required, additional days (chargeable to sick leave) may be allowed upon application to the employee's supervisor or manager.

C. Under special circumstances, leave to attend a funeral may be granted by the supervisor or manager upon the death of a person other than the employee's immediate family member.

~~D. Employees will be granted four (4) hours of time off with pay, chargeable to any accrued leave, to attend the funeral service of a co-worker.~~

~~E. When an employee participates in a funeral service, the employee will be granted four (4) hours time off with pay chargeable to any accrued leave to attend such funeral service subject to the approval of the supervisor or manager.~~

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## **16.7 Jury Duty and Other Court-Related Leave**

Any full-time employee of the Commission shall be granted leave, with pay and without loss of any benefits of their employment, when called for jury duty or subpoenaed as a witness, subject to the following provisions:

A. The employee granted such leave shall pay all money, except travel allowance, received for their service as juror or witness to the Commission.

B. Employees serving as a juror or witness who do not serve for an entire day must return to work as otherwise scheduled.

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ninety (90) days, but not to exceed six (6) months, must be approved by the General Manager. Request for such leave must be in writing and must establish reasonable justification for approval of the request.

Unpaid leaves of absence are at the discretion of the Facility Director. A Facility Director is under no obligation to grant a request for an unpaid leave of absence.

## SECTION 17 - EMPLOYEE BENEFITS

### 17.0 New Employee Orientation

All new employees must attend Metro's new employee orientation as soon as practical. The Human Resources Manager or designee is responsible for ensuring that each new employee is notified of this requirement and scheduled to attend the first new-employee orientation available.

Facility directors or designees are responsible for orientation of new employees of their facility.

### 17.1 Health and Welfare Benefits

A. Benefits are available only to persons occupying full-time, budgeted positions.

B. On the first day of the month following their first full month of full-time employment all full-time employees shall receive health, life, disability, vision and dental insurance, term life and accidental death and dismemberment insurance, Long Term Disability, dependent care and medical expense reimbursement pre-tax program, and a voluntary employee salary savings plan under Section 401(k) of the Internal Revenue Code.

### 17.2 Voluntary Employee Savings Plan

The employees of the Commission are offered a voluntary savings plan under Section 401(K) of the Internal Revenue Code. Employees may defer up to 60% of their gross salary, or IRS-mandated maximum amount, whichever is less, on a pre-tax basis into a 401(K) account.

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### 17.3 Retirement Fund (PERS)

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The Oregon Public Employees Retirement System (PERS) is governed by state law.

All employees of the Commission become a PERS member when they have worked six months for the Commission in a qualifying position requiring at least 600 hours per 12-month period. This six-month "waiting period" cannot be interrupted by more than 30 consecutive working days. The effective date of membership is the first day of the calendar

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**SECTION 19 – ACKNOWLEDGMENT OF RECEIPT  
OF PERSONNEL POLICIES**

I have received a copy of the Metropolitan Exposition-Recreation Commission (MERC) Personnel Policies. I understand that I am responsible for reading and complying with all of the policies contained within it. I understand that, if I have any questions, I am responsible for contacting my supervisor or other MERC representative for clarification.

I understand that these **revised** Personnel Policies are not a contract of employment, express or implied, between MERC and me and that I should not view these policies as a contract of employment.

I understand that these **revised** Personnel Policies take precedence over, supersede and revoke all previous versions of the Policies. I understand that some of these policies and procedures are more fully explained in MERC administrative rules, work rules, documents or law. I also understand and agree that MERC reserves the right to change or alter these policies with or without notice.

I understand and agree that my employment is for no definite period and may, regardless of the time and manner of payment of my wages or salary, be terminated at any time by MERC or me, without cause, and without any previous notice.

I also understand that no representative of MERC, other than the Chair and Secretary-Treasurer of the Commission, has authority to enter into an agreement with me for employment for any specified period of time or to make any agreement contrary to the foregoing.

The effective date of these **revised** Personnel Policies is April 1, 2003.

Signed: \_\_\_\_\_ (Employee)

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (General Manager)

Date: \_\_\_\_\_

(Employee's copy.)

**Deleted:** I have received a copy of the Metropolitan Exposition-Recreation Commission (MERC) Personnel Policies. I understand the policies contained in it, and I have had an opportunity to ask questions about and discuss the policies with my supervisor or another representative of MERC. I fully understand the policies governing my employment with MERC and I agree that I will conform to these policies.

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**Deleted:** January 1, 2002

Signed: \_\_\_\_\_ (Employee)

Print Name: \_\_\_\_\_

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Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (General Manager)

Date: \_\_\_\_\_

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(Detach and sign this copy for inclusion in personnel files.)

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