

MEETING REPORT

COORDINATING COMMITTEE

SEPTEMBER 3, 1981 - 5:00 PM

Members present: Councilors Burton, Deines, Banzer, Bonner and Kafoury.

Members absent: Councilor Schedeen.

Staff present: Sue Woodford, Jennifer Sims, Andy Jordan and Jill Hinckley.

The meeting was called to order at 5:15 PM by Chairman Burton.

The following is an outline of the discussion of the Personnel Rules:

Outside Work Policy

Executive Officer's Recommendation: "Metro employees shall report outside work in a memo to their supervisor who shall file a copy in the employee's personnel file."

Employees' Association Recommendation: "Employees shall refrain from engaging in any compensated activities or outside employment (moonlighting) which may:

1. Interfere with or adversely affect the performance of said employee's job requirements as a Metro employee;
2. Subject Metro to adverse criticism; or
3. Constitute an apparent or real conflict of interest due to the nature, conditions, competition or some other aspect of the activity.

It shall be the responsibility of each department head to insure that employees in said department refrain from engaging in any activities which may constitute a potential conflict of interest, detract from the efficiency of the employee or otherwise cause criticism of or embarrassment to Metro."

Coordinating Committee's Recommendation: Adopt the Employees' Association recommendation or use the following language:

"Employees shall not accept outside employment that is incompatible or in conflict with or reflects discredit on Metro. Employees are prohibited from accepting employment that uses Metro time, facilities, equipment or supplies or the prestige of influence of the employee's Metro position."

Oral Disciplinary Action & Grievance Procedure

All agree to retain current language.

Completion of Probation

Executive Officer's Recommendation: Add the following wording, "During the probationary period, the employee will be provided with a work plan and guidance from the supervisor in carrying out the plan. The employee's performance will be reviewed periodically to determine how the employee is progressing in meeting the performance standards of the particular position. Upon satisfactory completion of the probationary period, the employee shall be considered as having demonstrated qualifications for the position, shall gain regular status and shall be so informed on a Completion of Proba-

Completion of Probation (cont'd)

tionary Performance Evaluation rating form."

The Employees' Association and the Coordinating Committee concur with the Executive Officer's recommendation.

Bonus Award

Executive Officer's Recommendation: Add the following, "Bonus: A one-time award of a bonus of up to \$300 may be made by the Executive Officer, upon written recommendation of the employee's supervisor and department head supported by facts establishing reasonable justification for the award. A bonus award shall not be made in lieu of an employee's annual merit salary increase."

Employees' Association Recommendation: Concur with Executive Officer's recommendation, provided that the Director of Management Services will furnish the Association with a list of all bonuses awarded and that the Association will review the awards and monitor the effectiveness of the program over the next year.

Coordinating Committee concurred with both recommendations.

Salary Reduction

Executive Officer's Recommendation: Page 58, line 5 (12), replace with: "Such decrease shall be no more than five percent and in no case shall go below the entry merit rate for the classification in which the employee is working."

The Employees' Association and the Coordinating Committee concur with the Executive Officer's recommendation.

Conversion of Sick Leave

Executive Officer's Recommendation: "Regular full-time employees who use twenty-four (24) hours or less of sick leave within one (1) fiscal year period shall accrue eight (8) additional hours of vacation leave in exchange for eight (9) hours of sick leave at the end of the fiscal year period. Regular part-time employees who use twelve (12) hours or less of sick leave within one (1) fiscal year shall accrue four (4) additional hours of vacation in exchange for four (4) hours of sick leave."

The Employees' Association and the Coordinating Committee concur with the Executive Officer's recommendation.

In-House Recruitment Policy

The Executive Officer, Employees' Association and the Coordinating Committee concur that the present policy should be retained.

Time for Association Business

The Executive Officer, Employees' Association and Coordinating Committee concur

Time for Association Business (cont'd)

that the proposed rules (providing time during working hours for an officially designated spokesperson of the Employees' Association to respond to the Executive Officer on employee issues) be adopted.

Coun. Rhodes stated that she could not find where the Personnel Rules stated that an employee must work for Metro. General Counsel Jordan responded that Section 2.02.050, page 22, spoke to that matter.

Coun. Banzer objected to the requirement of a doctor's certification of pregnancy for maternity leave, stating that some women presently do not consult a physician during or after pregnancy. General Counsel Jordan stated the law requires that pregnancy be treated just as any disability and that requires a doctor's certification.

Meeting adjourned at 6:30 PM.

Written by Sue Haynes