

Metro | *Policies and procedures*

Subject Administration of Personnel Policies
Section Human Resources
Approved by Martha Bennett, Chief Operating Officer; MERC Commission

POLICY

Personnel policies are adopted under the authority of the Chief Operating Officer and the MERC Commission as established by the Metro Personnel Code.

Applicable to

All employees.

Definitions

Employment at will: An employment relationship that the employer or employee may terminate at any time and for any lawful reason.

Guidelines

1. The purposes of Metro's personnel policies are:
 - a. To provide a fair and orderly system of personnel administration that enables Metro to fulfill its responsibilities to employees and the public; and
 - b. To communicate clear procedures and conduct expectations in order to promote efficient operations and support the Metro values of excellence and public service.
2. Metro's personnel policies are not a contract of employment. Nothing contained in Metro's personnel policies shall be construed as a guarantee of continued employment, hours of work, or any other term or condition of employment. All employees work on an at-will basis unless otherwise stated by a valid collective bargaining agreement or employment contract.
 - a. No contract of employment can be created, nor can an employee's at-will status be modified by any oral or written agreement or course of conduct, except as follows:
 - i. For MERC positions, a written agreement must be signed by the employee and both the Chair and Secretary-Treasurer of the Commission on behalf of the Commission.

- ii. For all other Metro positions, a written agreement must be signed by the employee and the Council President or Chief Operating Officer, subject to the approval or delegation of authority by the Council.
3. Metro retains all managerial and administrative rights conferred on employers by law, including the right to establish and administer policies, practices, and procedures. This right includes the right to make changes in Metro's policies, practices, and procedures at any time as appropriate, and to set conduct, performance and productivity standards in support of its mission and goals. The Metro Personnel Code establishes the authority of Metro's Chief Operating Officer the Metropolitan Exhibition and Recreation Commission, and their respective designees to adopt and administer personnel policies.

Procedures

1. Metro's personnel policies apply to all employees except as follows:
 - a. Represented employees' wages and other terms and conditions of employment are established by collective bargaining agreements in accordance with the Public Employee Collective Bargaining Act (PECBA). If a conflict exists between a personnel policy and the terms of a valid collective bargaining agreement, the collective bargaining agreement will take precedence.
 - b. The MERC Commission or its designee will approve personnel policies applicable to employees of MERC visitor venues. All efforts will be made to promote consistent agency-wide policies when feasible.
 - c. The Metro Auditor will determine the applicability of Metro policies to employees in the Auditor's Office.
2. Metro personnel policies shall be issued or amended only under the authority of the Chief Operating Officer and/or the MERC Commission or their respective authorized designees.
 - a. The Human Resources Department will recommend policy updates as needed and coordinate the approval process.
 - c. Policies that impact mandatory subjects of bargaining must be provided to union representatives in accordance with PECBA requirements.
3. The Chief Operating Officer shall be responsible for administering these policies in coordination with the Visitor Venues General Manager and the Human Resources Department. 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 or her designee shall be final and binding.
4. MERC and Metro departments may issue more specific work rules for their employees, consistent with these policies and applicable collective bargaining agreements. Employees are required to follow department work rules in addition to agency-wide personnel policies.

Responsibilities

Employees/Supervisors/Managers:

- Review and comply with all applicable personnel policies.

Human Resources Department:

- Recommend updates to personnel policies to meet changing business and legal needs.
- Coordinate the policy approval and distribution process.

Chief Operating Officer/MERC Commission/General Manager, Visitor Venues:

- Approve and administer personnel policies consistent with applicable law and the Metro Code.

References

Metro Code Ch. 2.02 (Personnel Code)

Metro Code Ch. 6.01.040 (Powers of the Metro Exposition-Recreation Commission)