

Policies and procedures



Metro

600 NE Grand Ave.
Portland, OR 97232-2736

Subject Facility Closure
Section Human Resources
Approved by Martha Bennett, Chief Operating Officer

POLICY

This policy sets forth procedures and pay policies for facility closures.

Applicable to

All employees.

Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of that agreement will prevail.

Guidelines

The following guidelines apply to all Metro facilities and sites.

1. The COO may decide to curtail operations or close a Metro facility or work location during hazardous conditions in order to protect the health and safety of employees and the public, or to protect Metro property.
2. The COO may delegate responsibility to the Visitor Venues General Manager or to Facility Directors to make determinations for facilities under their authority. Employees shall follow any specific building closure procedures established and maintained at each facility.
3. All employees are expected to make every reasonable effort to report to work on time and to work their scheduled hours, subject to this policy. Weather and road conditions vary throughout the region and employees should use their discretion as to whether they think it is safe to travel from their home to work.

Definitions

Essential employees: Certain employees, designated by their Department Director and approved by the Chief Operating Officer in writing who are deemed required to ensure safety, security and continuity of operations during the closure of a facility or curtailment of operations.

Metro Regional Center Procedures

1. The following procedures apply to the Metro Regional Center (MRC) when the Chief Operating Officer (COO) decides that a late opening, early closing, or closing of the Metro Regional Center is warranted.
2. **Notification:** If conditions warrant curtailed operations or building closure, MRC employees should determine their work site's status before reporting to work.
 - a. Building closures for the MRC will normally be available via email and <http://www.flashalertportland.net/closures-cats.html> by 6:30 AM. Additionally, Metro will change the recorded message at (503) 797-1700 to reflect a closure at MRC or a late opening. Closure information may be available on radio or television stations. However, employees should confirm closure information directly by checking email or <http://www.flashalertportland.net/closures-cats.html> or calling (503) 797-1700.
 - b. If no announcement is made about a Metro facility, employees should assume that facility remains open and should report to work as scheduled.
3. **Compensation of employees during facility closure:** Except as otherwise provided by law or collective bargaining agreements, employees will be paid as follows during building closures:
 - a. If an employee scheduled to work determines that weather/road conditions make it unsafe to travel to their worksite, the employee may use accrued leave other than sick leave for that shift. With approval of the manager, the employee may be allowed to work additional hours within the same pay period to make up missed time so long as it does not result in overtime compensation for the employee.
 - a. **Employees not scheduled to work:** Employees not scheduled to work or scheduled to be on approved leave during any facility closure will be compensated consistent with the work schedule or approved leave and shall record their time according to the applicable leave policy without adjustment for the facility closure.
 - b. **Modified Schedule:** In the event of a delayed opening or early closure of a facility, the modified hours will be treated as the full workday for employees who report to work.
 - i. Any employee who is unable to report to work may take the time as unpaid leave or may charge the absence to any accrued leave balance, except sick leave, but will not be credited with paid time for the modified schedule.
 - ii. Non-exempt employees who require additional travel time may take the time as unpaid leave or may charge the time to any accrued leave balance, except sick leave.
 - iii. Employees unable to work the full modified schedule shall follow departmental procedures for notifying Metro of the absence.
 - c. **Facility closure:** If the Metro Regional Center is closed, employees who are scheduled to work will be paid for their regular shift. Employees should also follow policies and procedures established by their individual departments for building closures.
 - i. If the decision to close a facility occurs after an employee has left work, the employee shall remain in the paid-leave or leave without pay status they were in prior to the closure and for the duration of their workday.
 - ii. If an employee did not report to work, the employee shall remain in the paid-leave or leave without pay status they were in for the duration of their workday.
 - iii. **Essential Employees:** Unless otherwise provided by a collective bargaining agreement, designated employees required to work during Metro Regional Center closures will be paid at their overtime rate, if any, for hours worked during the closure.

Responsibilities

Employee/Intern:

- Become familiar with facility closure procedure for specific work site.
- If eligible, make teleworking arrangements in advance of events that could result in building closure or curtailment.

Supervisor:

- Make teleworking arrangements for eligible employees in advance of events that could result in building closure or curtailment.