
MERC Commission Meeting

September 5, 2012
12:30 pm

Oregon Convention Center
777 NE Martin Luther King Jr.
Blvd.
Room F150



600 NE Grand Ave.
 Portland, OR 97232
 503-797-1780

www.oregonmetro.gov

 **Metro** | *Exposition Recreation Commission*

Agenda

Meeting: Metro Exposition Recreation Commission Regular Meeting
 Date: Wednesday, September 5, 2012
 Time: 12:30 – 2:30 p.m.
 Place: Oregon Convention Center – Room F150

CALL TO ORDER

- | | | | |
|--------------|------------|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| 12:30 | 1. | QUORUM CONFIRMED | |
| 12:35 | 2. | COMMISSIONER/EX OFFICIO COMMUNICATIONS | |
| | 2.1 | National SBIR/STTR Conference in Portland – Kedma Ough | Ray Leary |
| 12:45 | 3. | GENERAL MANAGER COMMUNICATIONS | Teri Dresler |
| | 3.1 | Financial Report – July 2012 | |
| 12:55 | 4. | MERC VENUES’ BUSINESS REPORTS | Scott Cruickshank
Robyn Williams
Matthew Rotchford |
| 1:15 | 5. | CONSENT AGENDA | |
| | 5.1 | Approval of Ethics Authorization Form for Travel Portland events during the September 2012 Congressional Black Caucus in Washington DC | |
| 1:20 | 6. | OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS | |
| 1:25 | 7. | TRAVEL PORTLAND QUARTERLY REPORT | Jeff Miller |
| 1:45 | 8. | INTRODUCTION OF NEW MERC PERSONNEL POLICIES | Mary Rowe |

ADJOURN

MERC Commission Meeting

September 5, 2012
12:30 pm

3.1 - Financial Report

JULY 2012

FINANCIAL INFORMATION

For Management Purposes only



PORTLAND CENTER FOR
THE PERFORMING ARTS

 A SERVICE OF METRO



OREGON CONVENTION CENTER

 A SERVICE OF METRO

PORTLAND
expo
CENTER

merc
THE

METROPOLITAN EXPOSITION
RECREATION COMMISSION

 A SERVICE OF METRO

Date: August 28, 2012

To:

Commissioner Chris Erickson, Chair
Commissioner Judie Hammerstad, Vice Chair
Commissioner Terry Goldman, Secretary/Treasurer
Commissioner Ray Leary
Commissioner Cynthia Haruyama
Commissioner Elisa Dozono
Commissioner Karis Stoudamire-Phillips

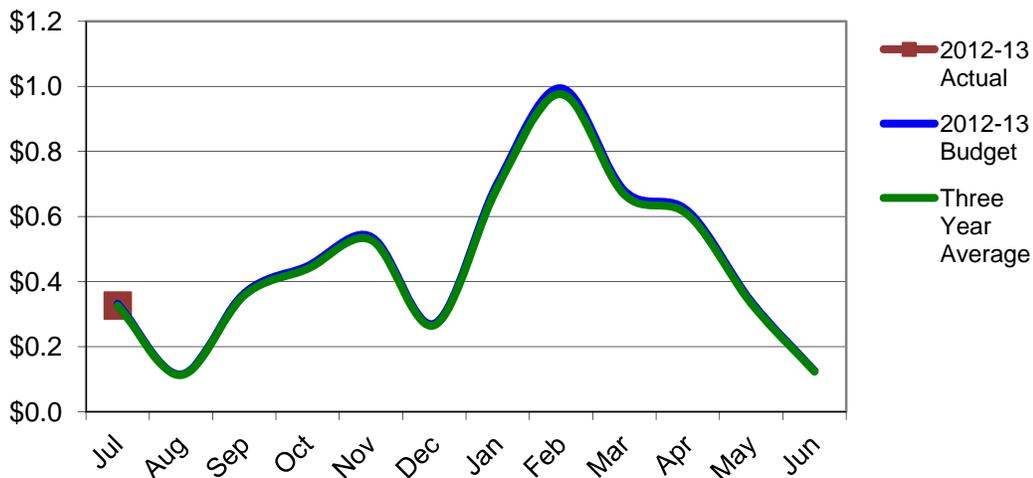
From: Cynthia Hill – Budget/Finance Manager

Re: MERC Financial Information July 2012

Enclosed please find the monthly financial report for the Metropolitan Exposition Recreation Commission reflecting revenue and expenditures as of July 2012.

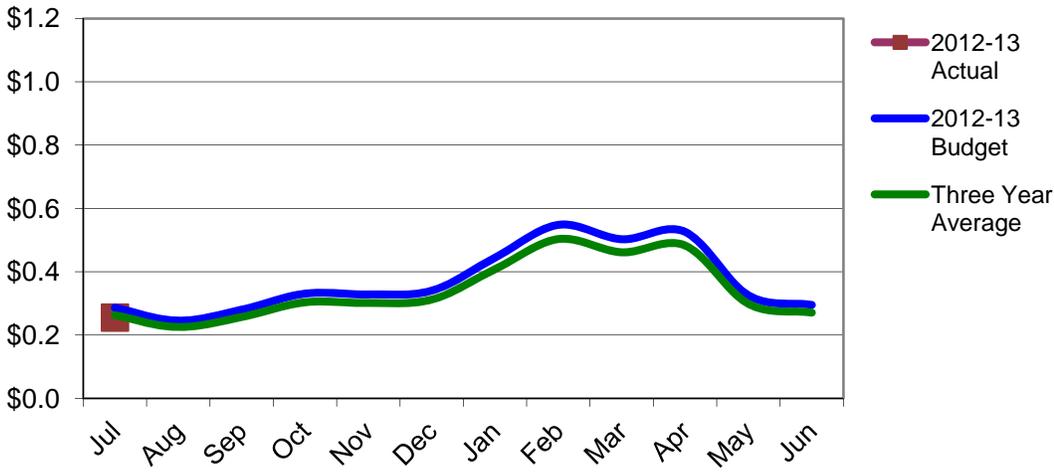
Expo- Operating Revenues by Month

shown in millions



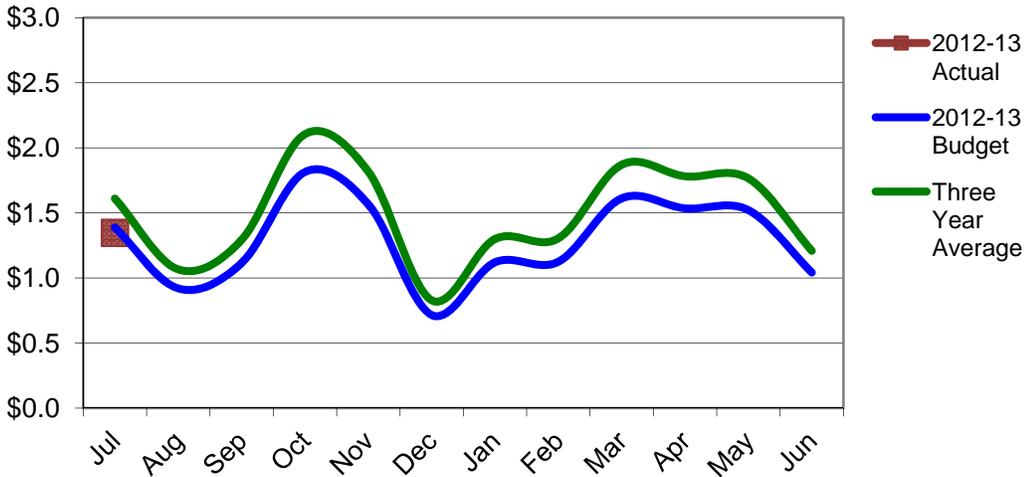
Expo revenue from operations was \$316 thousand compared to \$338 thousand in FY 2011-12. The largest events were America's largest Antique and Collectible show (\$156 thousand), "Stumptown Cluster" Portland Kennel Club (\$88 thousand) and the Collectors West Gun and Knife Show (\$49 thousand). The chart demonstrates based on the budget and three year average July revenue was on target.

Expo - Operating Expenditures by Month
shown in millions



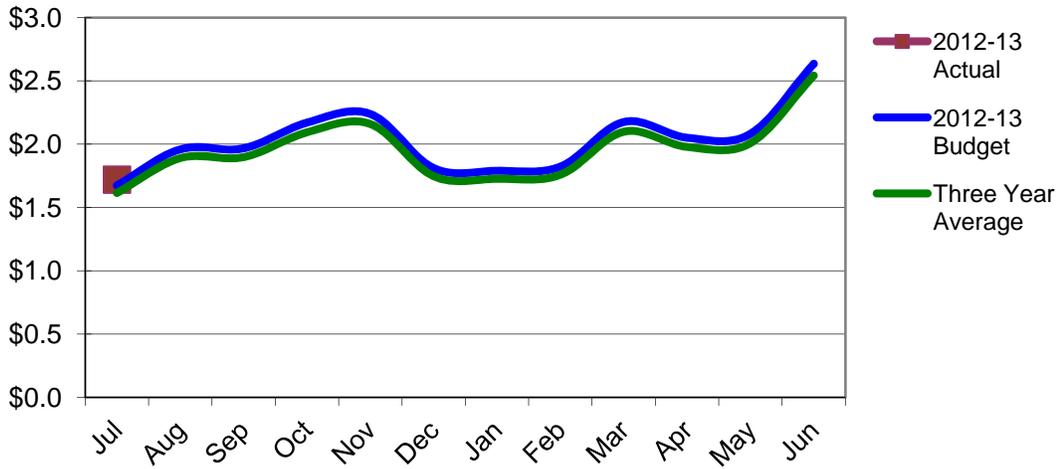
Operating expenditures are \$255 thousand trending close to budget based on the three year average. The good weather and low volume of event activity provides the opportunity to focus on capital and maintenance projects.

OCC- Operating Revenues by Month
shown in millions



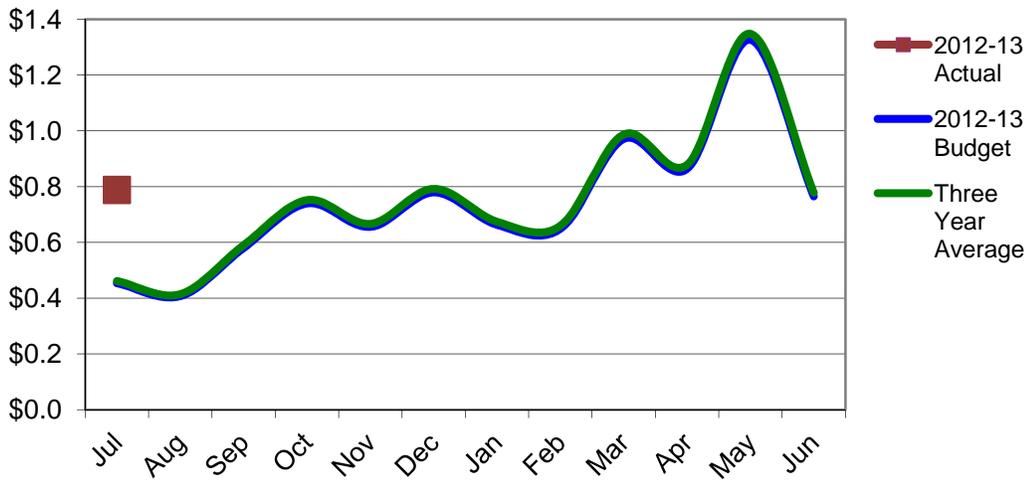
OCC revenue from operations was \$1.3 million for the month of July compared to \$1.9 million in FY 2011-12. The prior year included the National Association of Counties (\$511 thousand). July revenue is consistent with the budget forecasted on a seasonal basis however slightly less than the three year average. The largest events were OSCON 2012 (\$745 thousand) the 2012 World Brewing Congress (\$149 thousand) and the 2012 Duncan Family Reunion (\$113 thousand).

OCC - Operating Expenditures by Month
shown in millions



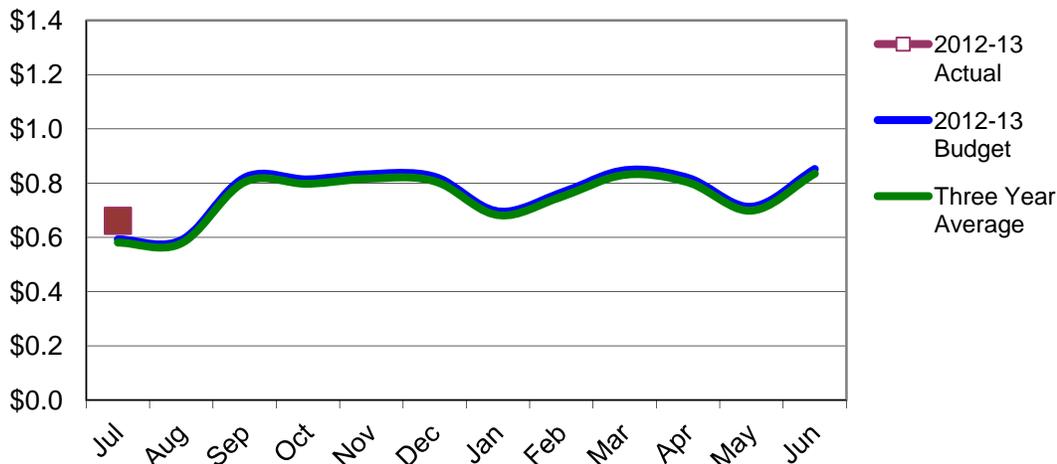
Operating expenditures are \$ 1.7 million and trending close to the seasonal budget and the three year average.

PCPA Operating Revenues by Month
shown in millions



PCPA revenue from operations was \$788 thousand for the month of July compared to \$515 thousand in FY 2011-12. The major performances during July were Jersey Boys (\$476 thousand) Fiona Apple (\$44 thousand) and Kevin Hart (\$43 thousand). The popularity of Jersey Boys accounts for the positive variance from prior year.

PCPA - Operating Expenditures by Month
shown in millions



Operating expenditures are \$680 thousand, slightly greater than prior year based on July event activity

Non Operating

Transient Lodging Tax (TLT) receipts provide fundamental operating and marketing financial support for OCC and PCPA. Transfers received in July and August are accrued to FY 2011-12. The September financial report will include the first tax receipts for FY 2012-13.

Operating revenues and expenditures are recognized monthly, while non operating sources such as Visitor Development Fund revenue are received at year end:

The cash flow timing differences create a deficit on the financial statement throughout the year, however it adjusts at year-end.

The beginning balance reflects the adopted budget estimate of \$23,776,767, however this amount will be adjusted once FY 2011-12 final close and audit are complete.

MERC Visitor Venues
Events-Performances-Attendance
July 2012

	July 2011		July 2012		Net Change from Prior Year	
OCC	Events	Attendance	Events	Attendance	Events	Attendance
Tradeshows/Conventions	7	18,145	5	16,260	(2)	(1,885)
Consumer Public Shows	1	3,130	1	2,068	-	(1,062)
Miscellaneous	1	36	1	200	-	164
Miscellaneous -In-House	8	85	11	140	3	55
Meetings	5	4,057	7	1,451	2	(2,606)
Catering			2	912	2	912
Totals	22	25,453	27	21,031	5	(4,422)

	July 2011		July 2012		Net Change from Prior Year	
Expo Center	Events	Attendance	Events	Attendance	Events	Attendance
Consumer Public Shows	3	17,711	3	19,057	-	1,346
Miscellaneous	3	184	1	920	(2)	736
Meetings	1	42	1	37	-	(5)
Tradeshows/Conventions					-	-
Totals	7	17,937	5	20,014	(2)	2,077

	July 2011		July 2012		Net Change from Prior Year	
PCPA	Performances	Attendance	Performances	Attendance	Performances	Attendance
Commercial (Non-Broadway)	6	9,628	16	15,466	10	5,838
Broadway	13	19,159	17	30,452	4	11,293
Resident Company	-	-	-	-	-	-
Student	17	1,792	17	2,129	-	337
Non-Profit	2	1,640	5	434	3	(1,206)
Miscellaneous	4	1,363	4	1,772	-	409
Totals	42	33,582	59	50,253	17	16,671

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
All Departments
July 2012
2013-01

	Current Month Actual July-12	Current Year to Date Actual July-12	Prior Year to Date Actual July-11	% of Prior Year	Annual Budget July-12	% of Annual Budget 8%
Operating						
Revenue	1,335,734	1,335,734	1,321,575	101%	18,067,732	7%
Revenue - Food and Beverage	1,114,981	1,114,981	1,463,327	76%	11,804,821	9%
Total Operating Revenue	2,450,715	2,450,715	2,784,903	88%	29,872,553	8%
Costs - Food and Beverage	860,086	860,086	997,149	86%	9,862,144	9%
Personal Services	1,335,047	1,335,047	1,389,197	96%	17,567,418	8%
Goods & Services	321,172	321,172	259,487	124%	8,264,736	4%
Marketing Travel Portland	225,004	225,004	(199,066)	-113%	4,014,278	6%
Total Operating Expenses	2,741,309	2,741,309	2,446,766	112%	39,708,576	7%
Net Operating Results Inc (Dec)	(290,594)	(290,594)	338,136	-86%	(9,836,023)	3%
Non Operating						
Transient, Lodging Tax	-	-	-	-	9,985,127	0%
Visitor Development Fund (VDF)	-	-	-	-	3,147,506	0%
Government Support City of Portland	-	-	-	-	793,408	0%
Non-Operating Revenue	54,279	54,279	66,452	82%	156,412	35%
Non-Operating Expense	-	-	-	-	2,200,000	0%
	54,279	54,279	66,452	82%	11,882,453	0%
Support and Risk Management						
MERC Administration	0	0	-	-	-	-
Metro Support Services	210,909	210,909	180,404	117%	2,498,424	8%
Metro Risk Management	303,876	303,876	309,069	98%	729,301	42%
	514,785	514,785	489,473	105%	3,227,725	16%
Net Increase (Decrease)	(751,100)	(751,100)	(84,885)	885%	(1,181,295)	64%
Transfers						
Transfers to (Expense)	13,421	13,421	6,490	207%	392,056	3%
Transfers from (Revenue)	4,166	4,166	-	-	2,768,633	0%
Debt Service (Expense)	-	-	-	-	1,187,132	0%
Net Transfers	(9,255)	(9,255)	(6,490)	143%	1,189,445	-1%
Net Operations	(760,355)	(760,355)	(91,375)	832%	8,150	-9330%
	-	-	(0)	-	-	-
Capital						
Capital Outlay	292	292	(11,889)	-2%	3,344,077	0%
Non-Operating Revenue	-	-	1,146	0%	295,000	0%
Non-Operating Expense	-	-	-	-	-	-
Intrafund Transfers (Exp/Rev)	-	-	-	-	-	-
Net Capital	(292)	(292)	13,034	-2%	(3,049,077)	0%
Fund Balance Inc (Dec)	(760,647)	(760,647)	(78,341)	971%	(3,040,927)	25%
	-	-	(0)	-	-	-
Food and Beverage Gross Margin	254,896	254,896	466,179	31.9%	1,942,677	13%
Food and Beverage Gross Margin	22.9%	22.9%	31.9%	16.5%	16.5%	16.5%
Full Time Employees	122,986	122,986	168,047	0%	190.0	0%
Excise Tax	0%	0%	0%	0%	25%	25%
Transient, Lodging Taxes as percent of revenue	0%	0%	0%	0%	25%	25%
Fund Balance						
Beginning Fund Balance	-	23,776,767	26,357,848	-	23,776,767	-
Fund Balance Inc (Dec)	-	(760,647)	(78,341)	-	(3,040,927)	-
Ending Fund Balance	-	23,016,120	26,279,507	-	20,735,840	-
Unrestricted Fund Balance	-	-	-	-	-	-
Operating Contingency	-	-	-	-	2,299,335	-
Stabilization Reserve	-	-	-	-	620,500	-
Contingency for Renewal & Replacement	-	-	-	-	200,000	-
Designated for Renewal & Replacement	-	-	-	-	12,277,072	-
New Capital/Business Strategy Reserve	-	-	-	-	5,196,719	-
Restricted by Agreement - TLT	-	-	-	-	142,214	-
Ending Fund Balance	-	23,016,120	26,279,507	-	20,735,840	-

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
Portland Exposition Center
July 2012
2013-01

	Current Month Actual July-12	Current Year to Date Actual July-12	Prior Year to Date Actual July-11	% of Prior Year	Annual Budget July-12	% of Annual Budget 8%
Operating						
Revenue	217,143	217,143	231,553	94%	3,838,186	6%
Revenue - Food and Beverage	99,747	99,747	106,512	94%	1,864,849	5%
Total Operating Revenue	316,890	316,890	338,065	94%	5,703,035	6%
Costs - Food and Beverage	96,755	96,755	101,804	95%	1,505,243	6%
Personal Services	118,069	118,069	113,999	104%	1,605,485	7%
Goods & Services	40,517	40,517	59,615	68%	1,342,728	3%
Total Operating Expenses	255,341	255,341	275,418	93%	4,453,456	6%
Net Operating Results Inc (Dec)	61,549	61,549	62,647	98%	1,249,579	5%
Non Operating						
Non-Operating Revenue	9,524	9,524	7,889	121%	21,290	45%
Non-Operating Expense	-	-	-	-	-	-
	9,524	9,524	7,889	121%	21,290	45%
Support and Risk Management						
MERC Administration	12,829	12,829	-	-	153,944	8%
Metro Support Services	18,982	18,982	16,236	117%	224,858	8%
Metro Risk Management	33,745	33,745	35,811	94%	80,988	42%
	65,556	65,556	52,047	126%	459,790	14%
Net Increase (Decrease)	5,518	5,518	18,489	30%	811,079	1%
Transfers						
Transfers to	113	113	-	-	1,359	-92%
Transfers from	375	375	-	-	4,500	8%
Debt Service	-	-	-	-	1,187,132	0%
Net Transfers	262	262	-	-	(1,183,991)	0%
Net Operations	5,780	5,780	18,489	31%	(372,912)	-2%
Capital						
Capital Outlay Expense	42	42	-	-	574,500	0%
Non-Operating Revenue	-	-	-	-	-	-
Intrafund Transfers	-	-	-	-	270,000	-100%
Net Capital	(42)	(42)	-	-	(304,500)	0%
Fund Balance Inc (Dec)	5,737	5,737	18,489	31%	(677,412)	-1%
Food and Beverage Gross Margin	2,992	2,992	4,709		359,606	1%
Food and Beverage Gross Margin %	3.0%	3.0%	4.4%		19.3%	
Full Time Employees					13.3	
Excise Tax	23,423	23,423	25,044		-	
Fund Balance						
Beginning Fund Balance		4,127,437	4,732,826		4,127,437	
Fund Balance Inc (Dec)		5,737	18,489		(677,412)	
Ending Fund Balance		4,133,174	4,751,315		3,450,025	

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
Oregon Convention Center
July 2012
2013-01

	Current Month Actual July-12	Excluding EMP Current Year to Date Actual July-12	Prior Year to Date Actual July-11	% of Prior Year	Annual Budget July-12	% of Annual Budget 8%
Operating						
Revenue	527,856	527,856	705,174	75%	7,798,834	7%
Revenue - Food and Beverage	817,850	817,850	1,226,290	67%	8,224,999	10%
Total Operating Revenue	1,345,705	1,345,705	1,931,465	70%	16,023,833	8%
Costs - Food and Beverage	629,815	629,815	784,444	80%	6,880,666	9%
Personal Services	700,084	700,084	767,985	91%	9,224,471	8%
Goods & Services	165,227	165,227	132,166	125%	3,884,221	4%
Marketing Travel Portland	225,004	225,004	(199,066)	-113%	4,014,278	6%
Total Operating Expenses	1,720,131	1,720,131	1,485,529	116%	24,003,636	7%
Net Operating Results Inc (Dec)	(374,426)	(374,426)	445,936	-84%	(7,979,803)	5%
Non Operating						
Transient, Lodging Tax	-	-	-	-	8,729,303	0%
Visitor Development Fund (VDF)	-	-	-	-	2,520,676	0%
Non-Operating Revenue	21,268	21,268	41,242	52%	46,678	46%
Non-Operating Expense	-	-	-	-	2,200,000	0%
	21,268	21,268	41,242	52%	9,096,657	0%
Support and Risk Management						
MERC Administration	79,823	79,823	-	-	957,878	8%
Metro Support Services	118,109	118,109	101,027	117%	1,399,118	8%
Metro Risk Management	170,170	170,170	165,570	103%	408,408	42%
	368,102	368,102	266,597	138%	2,765,404	13%
Net Increase (Decrease)	(721,260)	(721,260)	220,581	-327%	(1,648,550)	44%
Transfers						
Transfers to (Expense)	704	704	-	-	239,450	0%
Transfers from (Revenue)	2,333	2,333	-	-	2,228,000	0%
Debt Service (Expense)	-	-	-	-	-	-
Net Transfers	1,629	1,629	-	-	1,988,550	0%
Net Operations	(719,631)	(719,631)	220,581	-426%	340,000	-212%
Capital						
Capital Outlay Expense	250	250	(12,211)	-2%	2,152,577	0%
Non-Operating Revenue	-	-	1,146	0%	220,000	0%
Intrafund Transfers (Exp/Rev)	-	-	-	-	90,000	0%
Net Capital	(250)	(250)	13,357	-2%	(1,842,577)	0%
Fund Balance Inc (Dec)	(719,881)	(719,881)	233,938	-308%	(1,502,577)	48%
Food and Beverage Gross Margin	188,034	188,034	441,847		1,344,333	14%
Food and Beverage Gross Margin %	23.0%	23.0%	36.0%		16.3%	
Full Time Employees					110.3	
Excise Tax	99,562	99,562	142,979		-	
Transient, Lodging Taxes as percent of revenue	0%	0%	0%		35%	
Fund Balance						
Beginning Fund Balance		10,333,212	11,552,031		10,333,212	
Fund Balance Inc (Dec)		(719,881)	233,938		(1,502,577)	
Fund Balance Inc (Dec) for HQH		(12,164)	-		-	
Ending Fund Balance		9,601,167	11,785,969		8,830,635	

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
Portland Center for the Performing Arts
July 2012
2013-01

	Current Month Actual July-12	Current Year to Date Actual July-12	Prior Year to Date Actual July-11	% of Prior Year	Annual Budget July-12	% of Annual Budget 8%
Operating						
Revenue	590,736	590,736	384,539	154%	6,430,712	9%
Revenue - Food and Beverage	197,384	197,384	130,525	151%	1,714,973	12%
Total Operating Revenue	788,120	788,120	515,064	153%	8,145,685	10%
Costs - Food and Beverage	133,515	133,515	110,901	120%	1,476,235	9%
Personal Services	423,557	423,557	386,251	110%	5,582,207	8%
Goods & Services	103,812	103,812	92,869	112%	2,105,811	5%
Total Operating Expenses	660,884	660,884	590,022	112%	9,164,253	7%
Net Operating Results Inc (Dec)	127,236	127,236	(74,957)	-170%	(1,018,568)	-12%
Non Operating						
Transient, Lodging Tax	-	-	-	-	1,255,824	0%
Visitor Development Fund (VDF)	-	-	-	-	626,830	0%
Government Support City of Portland	-	-	-	-	793,408	0%
Non-Operating Revenue	19,678	19,678	15,924	124%	84,376	23%
Non-Operating Expense	-	-	-	-	-	-
	19,678	19,678	15,924	124%	2,760,438	1%
Support and Risk Management						
MERC Administration	49,890	49,890	-	-	598,674	8%
Metro Support Services	73,818	73,818	63,141	117%	874,448	8%
Metro Risk Management	99,961	99,961	107,688	93%	239,905	42%
	223,669	223,669	170,829	131%	1,713,027	13%
Net Increase (Decrease)	(76,754)	(76,754)	(229,863)	33%	28,843	-266%
Transfers						
Transfers to (Expense)	440	440	-	-	5,281	8%
Transfers from (Revenue)	1,458	1,458	-	-	17,500	8%
Net Transfers	1,018	1,018	-	-	12,219	8%
Net Operations	(75,736)	(75,736)	(229,863)	33%	41,062	-184%
Capital						
Capital Outlay Expense	-	-	322	0%	570,000	0%
Goods & Services Expense	-	-	-	-	-	-
Non-Operating Revenue	-	-	-	-	75,000	0%
Intrafund Transfers (Exp/Rev)	-	-	-	-	-	-
Net Capital	-	-	(322)	0%	(495,000)	0%
Fund Balance Inc (Dec)	(75,736)	(75,736)	(230,185)	33%	(453,938)	17%
Food and Beverage Gross Margin	63,869	63,869	19,624		238,738	27%
Food and Beverage Gross Margin %	32.4%	32.4%	15.0%		13.9%	
Full Time Employees					46.4	
Taxes as percent of revenue	0%	0%	0%		13%	
Fund Balance						
Beginning Fund Balance		8,010,276	8,490,410		8,010,276	
Fund Balance Inc (Dec)		(75,736)	(230,185)		(453,938)	
Ending Fund Balance		7,934,540	8,260,225		7,556,338	

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
Convention Center Enhanced Marketing Project
July 2012
2013-01

	Current Month Actual July-12	Current Year to Date Actual July-12	Prior Year to Date Actual July-11	% of Prior Year	Annual Budget July-12	% of Annual Budget 8%
Operating						
Personal Services	-	-	-	-	-	-
Goods & Services	-	-	-	-	372,667	0%
	-	-	-	-	(372,667)	0%
	-	-	-	-	-	-
Net Increase (Decrease)	-	-	-	-	(372,667)	0%
Transfers						
Transfers to (Expense)	12,164	12,164	-	-	145,966	8%
Transfers from (Revenue)	-	-	-	-	518,633	0%
Net Transfers	(12,164)	(12,164)	-	-	372,667	-3%
Net Operations	(12,164)	(12,164)	-	-	-	-

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
MERC Administration
July 2012
2013-01

	Current Month Actual July-12	Current Year to Date Actual July-12	Prior Year to Date Actual July-11	% of Prior Year	Annual Budget July-12	% of Annual Budget 8%
Operating						
Revenue	-	-	309	0%	-	-
Personal Services	93,338	93,338	120,961	77%	1,155,255	8%
Goods & Services	11,616	11,616	(25,163)	-46%	559,309	2%
Net Operating Results Inc (Dec)	(104,954)	(104,954)	(95,489)	110%	(1,714,564)	6%
Non Operating						
Non-Operating Revenue	3,809	3,809	1,397	273%	4,068	94%
Non-Operating Expense	-	-	-	-	-	-
	3,809	3,809	1,397	273%	4,068	94%
Support and Risk Management						
MERC Administration	142,541	142,541	-	-	1,710,496	8%
	142,541	142,541	-	-	1,710,496	8%
Net Increase (Decrease)	41,396	41,396	(94,092)	-44%	-	-
Transfers						
Transfers to (Expense)	-	-	6,490	0%	-	-
Transfers from (Revenue)	-	-	-	-	-	-
Net Transfers	-	-	(6,490)	0%	-	-
Net Operations	41,396	41,396	(100,582)	-41%	-	-
Capital						
Capital Outlay Expense	-	-	-	-	47,000	0%
Transient, Lodging Tax	-	-	-	-	-	-
Non-Operating Revenue	-	-	-	-	-	-
Intrafund Transfers (Exp/Rev)	-	-	-	-	(360,000)	0%
Net Capital	-	-	-	-	(407,000)	0%
Fund Balance Inc (Dec)	41,396	41,396	(100,582)	-41%	(407,000)	-10%
Full Time Employees					20.0	
Excise Tax	-	-	23		-	
Fund Balance						
Beginning Fund Balance		1,305,842	1,582,581		1,305,842	
Fund Balance Inc (Dec)		41,396	(100,582)		(407,000)	
Ending Fund Balance		1,347,238	1,481,999		898,842	
Operating Contingency					95,335	
Designated for Renewal & Replacement					471,293	
Contingency for Renewal & Replacement					200,000	
Designated for PERS Reserve - Current					-	
Designated for PERS Reserve - Prior					-	
Restricted by Agreement - TLT					132,214	
Ending Fund Balance					898,842	

MERC Commission Meeting

September 5, 2012
12:30 pm

5.0 - Consent Agenda

**Authorization to Represent MERC/METRO
on Trade-Promotion Mission; Fact-Finding Mission;
Economic Development Activity; or Negotiation
(Food Travel, Lodging Expenses Approved in Advance- exception (H))**

In accordance with ORS 244.020(5)(b)(H), the following public officials: **Ellis "Ray" Leary, MERC Commissioner**, is hereby authorized to represent Metro/MERC in an official capacity; and

The MERC Commission hereby approves in advance, the receipt of reasonable expenses for food, travel, and lodging for the above-named public official, for attendance at (*check one*):

- trade-promotion mission;
fact-finding mission;**
- economic development activity; OR
negotiation;**

as follows (*describe date and type of event*):

Travel Portland activities/events where meals will be paid for by Travel Portland, during the Congressional Black Caucus, to familiarize meeting and event planners with Portland and with the Oregon Convention Center, and to facilitate Oregon and Portland tourism and economic development, which activity(ies) will take place in Washington DC September 18-20, 2012.

Being approved by the MERC Commission September 5, 2012, the above activity is hereby officially sanctioned by MERC.

Chris Erickson
MERC Commission Chair

MERC Commission Meeting

September 5, 2012
12:30 pm

7.0 - Travel Portland
Quarterly Report

travel
PORTLAND

For MERC

4th Quarter/Year-end Report
2011-12

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Jeff Miller.....President and CEO
Brian McCartin..... Executive Vice President of Convention and Tourism Sales
Ron Melton..... Executive Vice President of Services and Operations
Greg Newland.....Executive Vice President of Marketing and Public Relations

1000 SW Broadway
Suite 2300
Portland, OR 97205
503.275.9750

EXECUTIVE SUMMARY

ACCOMPLISHMENTS

- YTD, OCC realized over \$8.1 million in revenue from Travel Portland booked business with a community economic impact ROI of 41:1.
- Thirty-four new and ten repeat OCC conventions were booked for future years worth over \$9.8 million in OCC revenue and community economic impact of over \$60 million. Total Travel Portland bookings, including single hotel will result in over \$126.7 million of economic impact.
- Travel Portland booked 10 minority meetings for the year with an EEI of over \$5.2 million and 8,097 room nights.
- Travel Portland generated fifty-seven articles worth \$2.5 million for the OCC and visitor venues for 2011-12.

TRENDS, SUCCESSES, OBSTACLES

- YTD room tax collection from the City is +12% compared to 2011.
- Travel Portland tracks lost business and during fiscal year 2011-12 thirty-five groups worth 109,781 room nights declined to come to Portland due to lack of a headquarter hotel or the inability to get all of their delegates in a single hotel.

MERC CONTRACT GOALS

GOAL #	GOAL DESCRIPTION	YEAR TO DATE ACTUAL	ANNUAL GOAL
1	OCC revenue goal	\$8,186,693	\$6.0 Million
2	ROI on future OCC business	3.4	2.2
3	Lead conversion	30%	35%
4	Services performance survey	3.6	3.6
5	ROI on public relations/media	28.0	20.0
6	Community economic impact	41.4	25.0

CONVENTION SALES

OREGON CONVENTION CENTER REVENUE FROM TRAVEL PORTLAND			
Convention Year	OCC Revenue	Annuals	Total Potential Future Business
FY 11/12	\$ 8,186,693	\$ -	\$ 8,186,693
FY 12/13	\$ 6,354,969	\$ 345,311	\$ 6,700,280
FY 13/14	\$ 3,202,407	\$ 902,426	\$ 4,104,833
FY 14/15	\$ 3,131,382	\$ 1,571,959	\$ 4,703,341
FY 15/16	\$ 2,341,431	\$ 1,103,798	\$ 3,445,229
FY 16/17	\$ 906,427	\$ 1,571,959	\$ 2,478,386
FY 17/18	\$ -	\$ 1,103,798	\$ 1,103,798
FY 18/19	\$ -	\$ 1,571,959	\$ 1,571,959
FY 19/20	\$ -	\$ 1,103,798	\$ 1,103,798
FY 20/21	\$ 1,416,589	\$ 1,571,959	\$ 2,988,548
Total	\$ 25,539,898	\$ 10,846,967	\$ 36,386,865

Total Travel Portland Contract:	Quarter	YTD	Goal
New OCC Bookings	15	34	
Repeat OCC Bookings	0	10	
Total OCC Bookings	15	44	
Room Nights from OCC Bookings	43,110	103,436	
Future OCC Revenue Booked during FY 2011/12	\$ 4,105,239	\$ 9,853,724	
ROI OCC Bookings	\$ 3.6	\$ 3.4	2.2 to 1
Community Economic Impact from OCC Bookings	\$ 22,043,253	\$ 60,628,495	
Total Room Nights Booked	71,644	221,905	
Total Community Economic Impact from Bookings	\$ 30,370,758	\$ 126,764,800	
ROI on Total Community Economic Impact	\$ 26.0	\$ 41.4	25.0 to 1
OCC Revenue Realized During FY 2011/12	\$ 2,132,755	\$ 8,186,693	\$6.0 Million
OCC Revenue Realized does not include the Barbershop Harmony Society's June/July 2012 meeting due to OCC finalizing revenue. Revenue will be included on 1st quarter report FY 12/13.			

CONVENTION SALES

OREGON CONVENTION CENTER FUTURE GROUP BOOKINGS

AS OF JULY 1, 2012

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16 and beyond
Current	41	36	15	12	15
4 Year Average	Current	1 yr. out	2 yrs. out	3 yrs. out	Beyond 3 yrs.
(FY 08/09 - FY 11/12)	45	37	19	12	12

4TH QUARTER - ROOM NIGHTS FROM OREGON CONVENTION CENTER BOOKINGS

Year	Groups	Total Room Nights	Attendees	OCC Revenue	Community Economic Impact
FY 11/12	-	40	-	\$ -	\$ -
FY 12/13	2	2,217	4,500	\$ 350,334	\$ 1,263,668
FY 13/14	4	6,578	5,050	\$ 560,665	\$ 2,786,890
FY 14/15	2	6,060	3,400	\$ 562,707	\$ 2,929,626
FY 15/16	4	9,415	7,700	\$ 763,590	\$ 3,694,209
FY 16/17	2	4,795	3,600	\$ 451,354	\$ 2,138,024
FY 20/21	1	14,005	6,000	\$ 1,416,589	\$ 9,230,836
Total OCC Bookings	15	43,110	30,250	\$ 4,105,239	\$ 22,043,253

4TH QUARTER - ROOM NIGHTS FROM SINGLE HOTEL BOOKINGS

Year	Groups	Total Room Nights	Room Tax Generated	Community Economic Impact
FY 11/12	27	7,158	\$ 113,141	\$ 1,886,535
FY 12/13	29	8,954	\$ 141,529	\$ 3,107,750
FY 13/14	10	6,164	\$ 97,430	\$ 1,631,796
FY 14/15	5	3,878	\$ 61,297	\$ 897,516
FY 15/16	1	640	\$ 10,116	\$ 236,556
FY 19/20	1	1,740	\$ 27,503	\$ 567,352
Total Other Bookings	73	28,534	\$ 451,016	\$ 8,327,505

CONVENTION SALES

LEAD CONVERSION						
	Travel Portland Office		Chicago Office		Washington, DC Office	
	Quarter	YTD	Quarter	YTD	Quarter	YTD
OCC Leads	40	188	6	36	23	80
OCC Lost Leads due to OCC space & availability	1	7	0	1	1	4
OCC Lost Leads due to hotel package & availability	4	35	0	13	3	15
Lead Conversion Percentage	43%	30%	33%	23%	26%	20%
Annual Goal -35%						

4TH QUARTER - OREGON CONVENTION CENTER LOST BUSINESS						
Year	Groups	Reason	Total Room Nights	Attendees	Lost OCC Revenue	Lost Community Economic Impact
Subtotal	1	Hotel - HQ	4,610	1,500	\$ 174,780	\$ 873,330
Subtotal	6	Geographic	11,767	7,800	\$ 648,587	\$ 6,183,426
Subtotal	4	Board Decision	12,160	6,600	\$ 933,689	\$ 8,481,468
Subtotal	3	Client Postponed Search	3,785	5,100	\$ 141,831	\$ 2,445,375
Subtotal	3	Perceived Destination Draw	11,745	7,885	\$ 477,333	\$ 5,074,881
Subtotal	2	Hotel - Under One Roof	4,968	3,200	\$ 189,560	\$ 1,983,244
Subtotal	1	Conference Cancelled - Not Happening	800	400	\$ 17,056	\$ 94,800
Subtotal	1	Date Availability - OCC	2,755	1,500	\$ 111,725	\$ 646,775
Subtotal	1	Declined business - OCC	1,303	2,000	\$ 85,280	\$ 474,000
Subtotal	1	Flights-Cost/Convenience	1,545	1,200	\$ 139,824	\$ 698,664
Subtotal	1	Hotel - Meeting Space Issue	6,600	2,400	\$ 447,480	\$ 1,731,312
Subtotal	1	Hotel Package - Brand/Quality	3,315	1,000	\$ 41,910	\$ 916,000
Subtotal	1	Hotel Package - Number Hotels Needed	4,368	5,000	\$ 213,200	\$ 1,185,000
Subtotal	1	Perceived Destination Draw - 1st Tier City Opportunity	4,954	2,200	\$ 256,344	\$ 1,280,884
Subtotal	1	Selected Another Year	2,260	2,000	\$ 220,207	\$ 1,056,579
Subtotal	1	Weak Local Support	672	1,500	\$ 63,960	\$ 355,500
Total OCC Lost	29		77,607	51,285	\$ 4,162,766	\$ 33,481,238

CONVENTION SALES

4TH QUARTER - OREGON CONVENTION CENTER CANCELLATIONS							
Account Name	Groups	Reason	Total Room Nights	Attendees	Lost OCC Revenue	Lost Community Economic Impact	Lead Arrival Date
Total OCC Cancellations	0	N/A	0	0	\$ -	\$ -	N/A

4TH QUARTER INDUSTRY TRADE SHOWS AND EVENTS	
Trade Show/Event	Location
Road Show	Denver, CO/Atlanta, GA
Chicago "Green Tea Party"	Chicago, IL
Collaborate	Las Vegas, NV
Green Meetings Industry Council	Montreal, CAN
Springtime	Washington, D.C.
Simpleview Summit	Tucson, AZ
Society of Government Meeting Professionals	New Orleans, LA
Chicago "Portland Event"	Chicago, IL
Washington, D.C. "Portland Event"	Washington, D.C.
SmartMart	Chicago, IL
Portland Familiarization Trip	Portland, OR
PCMA Education Forum	San Antonio, TX
CMP Conclave	Tampa, FL
AIBTM	Baltimore, MD

CONVENTION SALES

MINORITY PROJECTED FUTURE REVENUE		
Total Travel Portland Contract:	4th Quarter	YTD
New Minority Bookings	1	10
Total Minority Bookings	1	10
Room Nights from Minority Bookings	3,033	8,097
Minority Leads	6	21
Minority Lost Leads	4	12
Minority Lost Leads due to hotel package & availability	3	5

For the fourth quarter of FY 2011/12, minority bookings created an estimated economic impact to the greater metro Portland community of approximately \$1.5 million. Booked groups included the following:

National Indian Education Association	\$	1,449,966
----------------------------------------------	-----------	------------------

CONVENTION SERVICES

ACTIVITY DESCRIPTION	4TH QUARTER	YTD
Distribution of promotional pieces	74,383	150,371
Meeting planning assistance - Services leads	992	1,850
Pre-convention attendance building - Site tours	16	44
Pre-convention attendance building -Promo trips, e-mails and materials	11	31
Housing-convention room nights	12,389	30,572

4TH QUARTER INDUSTRY SITE TOURS, TRADE SHOWS AND PROMO TRIPS					
Organization	Organization Location	Promotional Trip	Site Visit	OCC	Non-OCC
Quilts, Inc.	Houston, TX	x		x	
IEEE Computer Vision and Pattern Recognition	Seattle, WA	x		x	
Society of Toxicologic Pathology	Reston, VA	x		x	
Hearing Loss Association of America	Bethesda, MD	x		x	
International Code Council	Country Club Hills, IL		x	x	
International Code Council (2nd visit)	Country Club Hills, IL		x	x	
Specialty Coffee Association of America	Long Beach, CA		x	x	
Applied Superconductivity Conference	Louisville, CO		x	x	
International Code Council	Country Club Hills, IL		x	x	
Assoc for Middle Level Education	Westerville, OH		x	x	
Wildlife Society	Bethesda, MD		x	x	
International Society of Arboriculture	Champaign, Il		x	x	
American Assn for Marriage and Family Therapy	Washington, DC		x	x	
Hearing Loss Association of America	Bethesda, MD		x	x	
Entomological Society of America	Washington, DC		x	x	
Barbershop Harmony Society (Dusty & Harmony Foundation)	Nashville, TN		x	x	
Barbershop Harmony Society (Dusty Site Visit)	Nashville, TN		x	x	
Nat'l Association of Sports Officials	Racine, WI		x		x
Urban and Regional Information Systems Assoc.	Des Plains, IL		x		x
American Automatic Control Council	College Station, TX		x		x

MARKETING

	4th Quarter	YTD
Travelportland.com (official website for organization)		
*User Sessions	442,517	1,424,446
PortlandSpoke.com (staff blog)		
*User Sessions	5,539	28,838
*Outbound Clicks	910	5,446
Twitter (twitter.com/travelportland)		
*Followers	1,562	30,955
*Replies/mentions	707	2,140
Facebook fan page (facebook.com/travelportland)		
*Fans/likes	9,444	73,309
*Total interactions (comments, likes and wall posts)	10,637	34,530
Portland Travel Update (consumer e-newsletter)		
*Click-through rate	6.9%	5.9%
Portland Perks		
*Room nights (arrivals)	1,710	9,491

MARKETING

Online Initiatives

Development and preview (with Customer Advisory Board) of meetings.travelportland.com, a new dedicated microsite for meeting planners. Planning and development of a new mobile app for Portland visitors. Migration to a newer, more robust email marketing platform. Hiring of new eMarketing Manager.

Cultural Tourism Marketing

Provided marketing support for PICA, MusicfestNW and Feast Portland.

Convention Sales Marketing Support

Further development and production of e-blast/video outreach to targeted planners with launch in mid-July; implementation of magazine wrap promotion to 1,000 targeted planners; planning and pre-production for 2012 ASAE booth and “Portland LIVE” video stream.

Consumer Marketing

Outreach to LGBT market via advertising campaign with Travelocity (in conjunction with new Virgin America flights) and sponsorship of Pride Night with Seattle Storm. Development and launch of U.K. advertising campaign in partnership with Expedia, KLM and Brand USA. Development of third annual Fashion’s Night Out promotion in partnership with the Downtown Retail Council (Sept. 6, 2012). Creation and development of new Appetizing Oregon promotion in September through partnership with Feast Portland, highlighting \$10 small plates that feature Oregon ingredients. Support of West End neighborhood brand campaign. Completion of third annual Portland Dining Month (June), which included 66 restaurants from around the city offering three-course dinners for \$25. Participating restaurant survey highlights: 15% average year-over-year sales increase, more than 1000 meals served at multiple restaurants, 95% indicated they would participate again.

COMMUNICATIONS & PUBLIC RELATIONS

	4th Quarter	YTD
MERC		
Value	\$ 126,953	\$ 996,095
Number of Placements	6	\$ 45
OCC		
Value	\$ 28,172	\$ 201,906
Number of Placements	3	\$ 20
Chicago/DC PR effort (counted separately from MERC)		
Value	\$ 473,551	\$ 1,509,950
Number of Placements	2	\$ 12
Total Value = MERC + Chicago/DC	\$ 600,504	\$ 2,506,045
Total Number of Placements = MERC + Chicago/DC	8	\$ 57
Total Value = City/Regional PR (Non-MERC/OCC/Chicago/DC)	\$ 4,192,004	\$ 16,267,368
Total Number of Placements = City/Regional PR (Non-MERC/OCC/Chicago/DC)	117	484
Travel Portland Grand Total - Print and Online Value	\$ 4,792,507	\$ 18,773,412
Travel Portland Grand Total - Print and Online Circulation	189,977,153	675,433,223
Travel Portland Grand Total - Number of Placements	125	541
	4th Quarter	YTD
Total Value = MERC + Chicago/DC	\$ 600,504	\$ 2,506,045
Direct Costs	\$ 54,207	\$ 89,635
ROI	11.1	28.0
Annual Goal - 20.0 to 1		

PARTNER SERVICES, TOURISM AND VISITOR INFORMATION SERVICES

PARTNER SERVICES		
	4th Quarter	YTD
Revenue	\$139,340	\$495,342
Active Partners		
New	42	164
Cancellations	60	142
Current Active Partners	764	764

TOURISM SALES		
	Quarterly Total	YTD Total
Client Contacts		
Trade Shows, Events, Inquiries and Sales Calls	263	1,395
Leads/Referrals Sent	162	999
FAMS/Research & Site Visits		
# of Companies	21	103
# of Attendees	83	229
Published Itineraries	104	275
Number of Room Nights by County - Receptive Tour Operators report Room Nights at fiscal year end.		
Clackamas County	1,305	4,095
Columbia County	0	0
Multnomah County	10,254	20,643
Washington County	545	2,703
Mt. Hood/Gorge	66	132

VISITOR INFORMATION SERVICES		
	4th Quarter	YTD
Visitor Information Total Visitors	214,664	1,192,730
Volunteer Hours	1,916	9,073
Retail Sales	\$ 12,678	\$ 23,044

OPERATIONS

AFFIRMATIVE ACTION GOALS 2011-12					
TRAVEL PORTLAND GOALS AND OBJECTIVES BY JOB CATERGORIES					
	June 30, 2012		2011-12		
Job Category	Number	Total	Actual Percentage	Goal Percentage	Objective
Females					
Officials/Managers	3	8	38%	50%	Improve
Professionals	11	15	73%	50%	Maintain
Sales	12	13	92%	50%	Maintain
Office/Clerical	15	16	94%	65%	Maintain
Total	41	52	79%	50%	Maintain
Minorities					
Officials/Managers	1	8	13%	10%	Maintain
Professionals	0	16	0%	10%	Improve
Sales	1	13	8%	10%	Improve
Office/Clerical	4	15	27%	15%	Maintain
Total	6	52	12%	15%	Improve
This report is based on current full-time staff.					

OPERATIONS

FIRST OPPORTUNITY TARGET AREA REPORT (FOTA)

HIRING

Travel Portland hired two new employees in the fourth quarter. Recruiting and special considerations are always made for applicants in the MERC FOTA. Travel Portland currently has seven employees who reside in the MERC FOTA.

PURCHASING

Travel Portland expended a total of \$213,578.04 with businesses in the FOTA area for twelve months ending June 30, 2012.

PARTNERSHIP

Travel Portland currently has 92 member businesses within FOTA and 52 minority and 104 women-owned businesses as its partners.

MBE/DBE/WBE PURCHASING PARTICIPATION REPORT FOR THE TWELVE MONTHS ENDING JUNE 30, 2012

For the last 23 years Travel Portland has implemented a voluntary MBE/DBE/WBE purchasing program that strives to ensure a high level of participation with certified minority-owned, disadvantaged or women-owned businesses when securing services and supplies that are purchased using lodging tax dollars.

For fiscal year 2011-12, Travel Portland expended \$1,252,177.00 of lodging tax dollars in the purchasing of services and supplies where it had the discretion to purchase from outside vendors. Of this amount, \$190,345.41 or 15.2 percent was spent with minority/women-owned or emerging small business enterprises.

FY 2012 Travel Portland/MERC Contract Budget Financial Report
4th Quarter FY11-12

Description	FY 2011-12 Convention Sales, Marketing & Services			
	Quarterly spending thru 06/30/12	Year-to-date 06/30/12	Total Budget	% of spending to total budget
Direct Sales:				
<u>Portland office:</u>				
Professional services	228,535	825,278	860,950	
Direct expenses	27,458	107,178	84,307	
Total Portland office	255,993	932,456	945,257	99%
<u>Washington DC office:</u>				
Professional services	71,330	264,390	202,230	
DC Client events	1,971	4,991	4,400	
Direct expenses	11,254	35,354	33,982	
Total DC expenses	84,555	304,735	240,612	127%
<u>Chicago office:</u>				
Professional services	26,845	101,660	92,690	
Chicago client events	2,548	5,176	4,775	
Direct expenses	5,984	14,964	16,586	
Total Chicago expenses	35,376	121,801	114,051	107%
Fall & Spring FAM	58,374	112,813	75,000	150%
Site Visits	25,402	66,899	57,000	117%
Bid/Sales Trips	1,485	11,985	12,780	94%
Local Promotions	2,833	7,967	11,000	72%
Tradeshows	34,631	225,799	150,106	150%
Road Shows/Clients Events Chicago & Washington DC	75,574	101,960	48,915	208%
Research/Lead Generation	17,300	47,500	48,700	98%
Three City Alliance	6,002	30,634	31,000	99%
Advisory Council	3,510	36,797	40,000	92%
Total Direct Sales	601,034	2,001,344	1,774,421	113%
Marketing:				
Professional Services	27,688	96,238	161,879	
Website, E-Marketing & Photography	115,112	341,749	107,309	
Minority Advertising	-	17,861	-	
Convention Marketing & Direct Mail	156,502	311,876	311,753	
Total Marketing	299,302	767,723	580,941	132%
Publication Relations:				
Professional Services	9,237	43,707	55,355	
Minority PR Services	49,793	149,413	126,250	
Writer/Editors program	10,556	50,942	9,280	
Media Outreach Chicago/Wash DC	34,414	41,914	25,000	
Total PR	104,000	285,976	215,885	132%
Convention Services:				
Professional Services	42,745	202,610	211,270	
Direct Servicing Cost	9,129	38,272	-	
Pre-Con site visits	4,502	18,725	16,000	
Attendance Building trips	18,564	53,865	28,390	
Convention housing	14,700	40,425	36,890	
Total Convention Services	89,641	353,897	292,550	121%
Minority Marketing:				
Professional Services	20,578	131,043	-	
Total Minority Marketing	20,578	131,043	-	-
Contract Administration:				
Minority Professional Services	-	-	-	
Professional Services	52,550	230,788	196,758	
Total Contract Admin.	52,550	230,788	196,758	117%
Total OCC Sales & Marketing	1,167,104	3,770,770	3,060,555	123%

TRAVEL PORTLAND
STATEMENT OF FINANCIAL POSITION

ASSETS	June 30, 2012	06/31/11	Variance
<u>Current assets:</u>			
Petty Cash	\$ 75	\$ 75	\$ -
Cash in Bank-Operating	517,958	731,355	(213,397)
Cash in Bank-Savings	254	60,331	(60,077)
Cash in Bank-Certificate of Deposit/Money Mkt	500,514	700,475	(199,961)
MERC Receivable	363,384	417,730	(54,346)
City Receivable	26,958	21,349	5,609
Partnership Receivable	60,113	83,290	(23,177)
Account Receivable-DMI	22,675	13,266	9,409
RCMP Receivable	89,508	26,885	62,623
VDF Receivable	31,651	151,153	(119,502)
Receivable Other	17,322	4,643	12,679
Miscellaneous Receivable	80,079	82,965	(2,886)
Promissory Note Receivable	0	3,750	(3,750)
Accounts Receivable-TID	50,611	0	50,611
Loans Receivable-Officers	0	16,180	(16,180)
Allowance for bad debts	(10,000)	(10,000)	0
Prepaid Expense	223,318	190,050	33,268
	<u>1,974,420</u>	<u>2,493,497</u>	<u>(519,077)</u>
<u>Property and equipment:</u>			
Furniture & equipment	99,248	92,335	6,913
Less: accum. depreciation	(58,685)	(44,454)	(14,231)
	<u>40,563</u>	<u>47,881</u>	<u>(7,318)</u>
Computers	138,099	173,761	(35,662)
Less: Accum. Depreciation	(106,850)	(140,626)	33,776
	<u>31,249</u>	<u>33,135</u>	<u>(1,886)</u>
Automobiles	66,667	66,667	0
Less: Accum. Depreciation	(66,667)	(54,445)	(12,222)
	<u>0</u>	<u>12,222</u>	<u>(12,222)</u>
Leasehold Improvements	197,889	71,824	126,065
Less: Accum. Depreciation	(72,128)	(71,824)	(304)
	<u>125,761</u>	<u>0</u>	<u>125,761</u>
<u>Other assets:</u>			
Restricted cash and cash surrendered value of life insurance for deferred compensation	371,502	316,888	54,614
Employee advances	7,700	7,100	600
	<u>379,202</u>	<u>323,988</u>	<u>55,214</u>
TOTAL ASSETS	<u>\$ 2,551,195</u>	<u>\$ 2,910,723</u>	<u>\$ (359,528)</u>
LIABILITIES & NET ASSETS			
<u>Current liabilities:</u>			
Accounts payable	\$ 656,032	\$ 452,907	203,125
Accounts Payable Educational Foundation	1,460	600	860
Accrued payroll costs	101,995	110,054	(8,059)
Accrued Incentives	0	210,441	(210,441)
Accrued expenses	102,644	63,905	38,739
Accrued longevity award	0	194,722	(194,722)
Total current liabilities	<u>862,131</u>	<u>1,032,629</u>	<u>(170,498)</u>
<u>Other liabilities:</u>			
Rent payable	115,564	121,102	(5,538)
Note Payable-Visitors Center Remodel	100,000	0	
Deferred revenues-marketing	0	12,530	(12,530)
Deferred partnership dues-2010-11	0	0	0
Deferred partnership dues-2011-12	0	276,352	(276,352)
Deferred partnership dues-2012-13	290,115	2,055	288,060
Deferred revenues-VDF	(65,050)	0	(65,050)
Deferred compensation	358,700	303,638	55,062
Housing Conference Deposits	11,535	0	11,535
Deferred Revenues	3,423	0	3,423
Deferred revenues-Events	1,265	0	1,265
Total other liabilities	<u>815,552</u>	<u>715,677</u>	<u>(125)</u>
<u>Net assets:</u>			
Unrestricted net assets, at beginning of year			
Undesignated-Operating Expenditures	929,626	1,128,768	(199,142)
Undesignated-Contingency Marketing Fund	116,242	125,419	(9,177)
Tourism Improvement District	(20,534)	0	(20,534)
Board Designated-Capital Equip/Replacement	23,310	33,015	(9,705)
Net Property and Equipment	93,239	132,059	(38,820)
Decrease in net assets for year ended 06-30-2012	(268,370)	(256,844)	(11,526)
Total net assets	<u>873,513</u>	<u>1,162,417</u>	<u>(288,904)</u>
TOTAL LIABILITIES & NET ASSETS	<u>\$ 2,551,196</u>	<u>\$ 2,910,723</u>	<u>\$ (459,527)</u>

PORTLAND OREGON VISITORS ASSOCIATION
STATEMENT OF ACTIVITIES
For the month of June, 2012
and the eleven months ended June 30, 2012

	Current Month Actual	Current Month Budget	Difference	YTD Actual	YTD Budget	Last Year Actual	% Change Budget	% Change Last Year
REVENUES:								
CITY/CO ROOM TAX	26,958	25,240	1,718	3,394,785	3,279,550	3,041,699	4%	12%
MERC	252,933	258,577	-5,644	3,007,450	3,057,120	3,037,090	-2%	-1%
TOT/CULTURAL	28,799	16,574	12,225	302,071	198,885	199,819	52%	51%
DUES	37,932	40,946	-3,014	461,255	500,000	478,363	-8%	-4%
FEES	36,820	58,813	-21,993	326,471	401,150	466,454	-19%	-30%
CO-OP	183,123	93,392	89,731	972,471	812,822	902,254	20%	8%
INTEREST INCOME	376	333	43	3,605	4,000	3,497	-10%	3%
TOTAL REVENUE	566,941	493,875	73,066	8,468,108	8,253,527	8,129,177	3%	4%
EXPENSES:								
CONVENTION SALES	280,526	259,287	21,239	2,352,992	2,371,546	2,408,260	-1%	-2%
TOURISM SALES	91,434	86,068	5,366	916,839	901,902	888,963	2%	3%
MARKETING & COMMUNICATIONS	330,158	222,806	107,352	2,728,081	2,528,169	2,354,133	8%	16%
CONVENTION & VISITORS SERVICES	82,115	84,489	-2,374	856,702	877,127	826,743	-2%	4%
PARTNERSHIP SERVICES	30,328	35,408	-5,080	332,555	338,550	284,674	-2%	17%
EVENTS	7,684	32,925	-25,241	146,653	146,503	163,631	0%	-10%
PROGRAM SUPPORT	141,409	179,409	-38,000	1,402,655	1,416,008	1,459,617	-1%	-4%
TOTAL EXPENSES	963,654	900,392	63,262	8,736,478	8,579,805	8,386,021	2%	4%
NET REVENUE OR (LOSS)	-396,713	-406,517	9,804	-268,370	-326,278	-256,844	-18%	4%

TRAVEL PORTLAND BOARD OF DIRECTORS

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Steve Jung

Embassy Suites Portland Downtown

Chair-elect

Sabrina Rokovitz

Enterprise Rent A Car

Vice-chair

Chris Erickson

The Heathman Hotel

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Langley Investment Properties, Inc.

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J. Isaac

Consultant

Convention Sales Steering Committee Chair

Lance Rohs, Portland Marriott Downtown Waterfront

Community Action Committee Chair

Deane Funk, PGE

Partner Services Chair

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Oregon Zoo

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Sheraton Portland Airport Hotel

Jon Tullis

Timberline Lodge

Bashar Wali

Provenance Hotels

Brett Wilkerson

North Pacific Management

APPENDIX I – COMMUNICATIONS AND PUBLIC RELATIONS

		MERC	OCC	Chicago/DC
Publication/Air Date	Outlet / Headline	Value	Value	Value
March 31, 2012	Star Tribune (Minneapolis, MN) "Green Days" / "Green Days in Portland, Oregon"	\$ 26,915.90	\$ 26,915.90	
May, 2012	Junglecity.com "Portland"	\$ 5,040.00		
May 7, 2012	Portland Business Journal "Grimm', Timberline, Oregon Zoo win tourism honors"	\$ 91,648.00		
May 8, 2012	USAE Magazine "Portland, Oregon, Eyes Convention Center Hotel"	\$ 1,256.25	\$ 1,256.25	
May 19, 2012	MontrealGazette.com "Green scenery in Portland..."	\$ 2,092.93		
June 8, 2012	The Washington Post / WashingtonPost.com "The Real Portlandia, Birds and All" / "Quirky, camera-ready moments in the real Portlandia"			\$ 473,550.56
Total		\$ 126,953.08	\$ 28,172.15	\$ 473,550.56

APPENDIX 2 – CONVENTION SERVICES

Travel Portland Survey

Overall impression of the following:

Answer Options	Excellent = 4	Good = 3	Average = 2	Poor = 1	Did not utilize	Rating Average	Response Count
Travel Portland sales staff	2	1	0	0	0	3.67	3
Travel Portland convention services staff	2	1	0	0	0	3.67	3
Travel Portland housing services (if utilized)	1	0	0	0	2	4.00	1
Travel Portland collateral/promotional materials	0	1	0	0	2	3.00	1
Quality and user-friendliness of the Travel Portland website	1	2	0	0	0	3.33	3
Is there anything Travel Portland could have done to enhance your experience?							2
Comments							
No- you all worked great							
No - they did a very good job.							
Average rating for the quarter						3.5	
Average rating YTD						3.6	
<i>answered question</i>							3

MERC Commission Meeting

September 5, 2012
12:30 pm

8.0 - Introduction of New
MERC Personnel Policies

BATCH #3 POLICY MATRIX

Following is a list of policies that Metro Human Resources has created or recently updated. These proposed policies will supersede corresponding policies in the Metro Employee Handbook (EO #88) and the MERC Personnel Policies Handbook (8/1/07).

Policy	Existing MERC Policy	Existing Metro Policy	Legal Requirement	Policy Summary and Notable Policy Changes	Fiscal Impact	Business Impact
Americans with Disabilities Act (ADA)	§ 17.8	Affirmative Action Program § 7	42 U.S.C. 12101 <i>et seq.</i> ; 29 CFR 1630 <i>et seq.</i> ORS 659A.103 <i>et seq.</i>	<ul style="list-style-type: none"> Clarifies procedures and responsibilities Updates policy to reflect ADA amendments and the Genetic Information Non-discrimination Act 	N/A	Ensures legal compliance
Domestic Violence, Sexual Assault, Harassment and Stalking Protections	N/A	N/A	ORS 659A.270 <i>et seq.</i>	<ul style="list-style-type: none"> Establishes procedures for compliance with Oregon leave and non-discrimination laws for victims of certain crimes 	N/A	Ensures legal compliance
Employment of Minors	N/A	N/A	ORS 653.305 <i>et seq.</i>	<ul style="list-style-type: none"> Establishes a policy outlining legal requirements, procedures and responsibilities for employment of minors 	N/A	Ensures legal compliance
Information Services – Acceptable Use	§ 12.12	E.O. 69, E.O. 76		<ul style="list-style-type: none"> Informs employees of the appropriate use of Metro’s information, computer systems, and other technology assets. 	N/A	Protects Metro’s information assets and clarifies employee conduct expectations

Layoff (non-represented employees)	§ 15.1	E.O. 88 §5(O) and §34	N/A	<ul style="list-style-type: none"> Establishes consistent Metro-wide policy with factors for layoff decisions based on current MERC policy Eliminates recall rights for non-represented employees 	N/A	Increases flexibility in layoff and rehire decisions
Metro Committees	N/A	N/A	N/A	<ul style="list-style-type: none"> Establishes procedures for establishing internal committees Clarifies expectations for employees and supervisors around workload and performance issues 	N/A	Promotes effectiveness of internal committees and employee performance management
Military leave	§ 16.7	E.O. 88 § 31(C)	38 USC 4301 <i>et seq.</i> ORS 659A.090 <i>et seq.</i> ORS 408.225-408.235 <i>et seq.</i>	<ul style="list-style-type: none"> Updates policy to reflect new legal requirements and clarify different types of leave available Establishes procedures for requesting leave Deletes alternate duty leave, which will be in a separate policy 	N/A	Ensures legal compliance
Nepotism	§ 9.4	E.O. 88 § 13	ORS 244.177 <i>et seq.</i>	<ul style="list-style-type: none"> Establishes procedures to ensure compliance with laws regulating the employment of family members and household members in public employment Expands policy and establishes procedures to address romantic relationships between supervisors and subordinates 	N/A	Ensures legal compliance and limits potential workplace impact of supervisor-subordinate romantic relationships, including possible liability for sexual harassment
Outside employment	§ 12.0	N/A	N/A	<ul style="list-style-type: none"> Clarifies circumstances requiring employee to disclose additional employment outside of Metro 	N/A	Protects against conflicts of interest and employee performance issues caused by outside employment
Probation	§ 11	E.O. 88 § 15	N/A	<ul style="list-style-type: none"> Establishes consistent Metro-wide policy and procedures Clarifies supervisor responsibilities 	Discretion to award non-represented employees a post-probationary increase may have a fiscal impact; however,	Increases flexibility and brings MERC and Metro into alignment

				<ul style="list-style-type: none"> • Permits applying for promotion during initial probation • Allows more discretion to require probation following voluntary demotions and transfers • Allows a post-probationary increase of up to 4% for non-represented employees, consistent with current Metro policy. Currently, MERC policy does not provide for a post-probationary increase 	<p>the impact is not likely to be significant since under current practice starting salary is already subject to negotiation, so the policy change simply provides more flexibility for structuring a salary offer.</p>	
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 Metro | *Policies and procedures*

DRAFT
For MERC
Commission review
9/5/12

Subject Americans with Disabilities Act (ADA)

Approved by Martha Bennett, Chief Operations Officer

POLICY

Metro complies with the Americans with Disabilities Act and corresponding state law. Metro will not discriminate against any individual based on disability and will ensure that reasonable disability accommodation is provided to allow qualified employees with disabilities to perform the essential functions of their jobs.

Applicable to

All employees and applicants for employment.

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

Definitions

Americans with Disabilities Act (ADA): A federal law designed to protect individuals with disabilities from discrimination. For purposes of this policy, the focus will be on the employment-related portion of the ADA.

Disability: A substantial impairment of a major life activity. Temporary impairments of short duration, such as colds, flu, sunburn, or broken bones that heal normally, are typically not disabilities. Current use of illegal drugs is not a qualifying disability under the ADA.

Essential function: The fundamental duties of a position that an individual with a disability holds or desires. Considerations in determining essential functions include the time it takes to perform the function; the consequences of not performing that function; whether the position exists to perform that function; and whether there are other employees who can perform that function.

Genetic information: For the purposes of this policy, genetic information includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Interactive process: An informal process between an employee or applicant with a disability and an employer in an effort to identify potential reasonable accommodation.

Major life activity: Major life activities include, but are not limited to: caring for oneself; performing manual tasks; seeing; hearing; eating; drinking; sleeping; walking; standing; lifting; bending; twisting; speaking; breathing; cognitive functioning; learning; education; reading; concentrating; remembering; thinking; communicating; operation of a major bodily

function, including but not limited to functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions; working. To be substantially limited in the major life activity of working, an individual must be significantly restricted in the ability to perform a class of jobs or a broad range of jobs in various classes as compared to the ability of an average person with comparable skill, experience, education or other job-related requirements needed to perform those same positions.

Qualified employee: An employee who is able to perform the essential functions of his or her position with or without reasonable accommodation.

Reasonable accommodation: Any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or perform essential job functions. Reasonable accommodation also includes adjustments to provide a covered individual the same employment rights and privileges as those of employees without disabilities.

Substantially limits: Restricts one or more of an individual's major life activities as compared to most people in the general population. This analysis is made without regard to whether the employee can reduce the effects of the impairment through the use of mitigating measures, with the exception of ordinary eyeglasses and contact lenses.

Undue hardship: A significant difficulty or expense.

Guidelines

1. Metro will not discriminate against any employee or job applicant because the employee has a disability or a record of disability; is regarded as having a disability; is associated with a person with a disability; or has inquired about, received, or requested reasonable accommodation.
2. Metro will provide reasonable accommodation to employees and applicants with disabilities unless to do so would result in an undue hardship. When an otherwise qualified employee has a disability, Metro will engage in an interactive process with the employee to determine whether he or she can perform the essential functions of his or her position with reasonable accommodation.
3. In accordance with the Genetic Information Non-Discrimination Act of 2008, no genetic information, including family medical history, will be requested or considered as part of the accommodation process.

Procedures

Applicants for employment or promotion

1. Reasonable accommodation will be provided to disabled applicants for employment or promotion if necessary to complete the application process.
 - a. If a physical capacities test is necessary before beginning regularly scheduled work, the test will be required only after a conditional offer of employment has been made, consistent with the requirements of the ADA.

- b. If the results of a physical capacities test indicate that an employee is unable to perform essential functions of the position, Metro will initiate an interactive process with the employee to determine whether disability accommodation is appropriate.

Current employees

1. An employee with a disability may request an accommodation if needed to perform the essential functions of his or her job.
 - a. The employee should initiate the request by contacting his or her supervisor or the Human Resources Benefits Manager.
 - b. Upon receipt of a request for accommodation by an employee, the supervisor shall immediately notify the HR Benefits Manager.
2. The employee will be asked to meet with the HR Benefits Manager to engage in an interactive process to discuss the disability in relation to the essential functions of the job and to identify reasonable adjustments or changes that may allow the employee to perform these essential functions.
 - a. Prior to the meeting, HR will inform the employee that they may have a union representative, family member, or other appropriate person present during interactive process meetings.
 - b. An employee may choose to decline participation in the interactive process at this point or at any other time. This decision will suspend Metro's further assessment of potential disability accommodations until the employee re-initiates a request. HR will twice seek to initiate such a dialogue with the employee before closing the matter due to the employee's non-participation. A closure of this nature will not prevent the employee from initiating the ADA process at a later date for the same or different medical reasons.
 - c. The HR Benefits Manager will write a letter outlining the duties of the position to the employee's health care provider and will request a signed medical release from the employee. The release will authorize the health care provider to provide a medical opinion and relevant medical information as to whether the employee can perform the full scope of the essential duties of the position and what, if any, accommodation(s) are recommended.
 - d. Metro will reimburse the employee for out-of-pocket costs for providing medical documentation required under this policy in accordance with applicable law.
 - e. The HR Benefits Manager will review the health care provider's responses. If the documentation is insufficient to establish the existence of a disability and the need for accommodation, the HR Benefits Manager will explain why the documentation is insufficient and allow the employee an opportunity to provide the missing information.

- i. With the employee's consent, the HR Benefits Manager may request follow-up information directly from the employee's health care provider.
 - ii. If necessary to confirm or clarify the need for accommodation, Metro may require the employee to go to a second health care provider chosen by Metro for an independent medical opinion at Metro's expense.
 - f. The HR Benefits Manager, the employee, and the employee's supervisor will meet to discuss the employee's requested accommodation and, if appropriate, other potential accommodations that may allow the employee to perform the essential functions of his or her job. HR and the employee's supervisor will jointly determine if a reasonable accommodation is available, and if so, they will arrange for timely implementation.
3. If a reasonable accommodation cannot be made so that the employee may continue to successfully perform in his or her current position, the HR Recruitment and Selection Manager will conduct a thorough review of available positions to determine if there is an available, suitable position for which the employee may be eligible.
4. If the suggested accommodations will create an undue hardship to Metro's operations as defined by the ADA, the HR Benefits Manager will meet with the employee to determine if any other benefit options may be appropriate. If no other options are found, Human Resources will meet with the department Director and Office of Metro Attorney to determine if a termination is necessary due to inability to perform the job.
5. Metro will provide reasonable accommodation to help employees meet performance and conduct standards; however, Metro is not required to waive performance or conduct standards that are job-related and consistent with business necessity or to rescind discipline or an evaluation warranted by poor performance if the employee has not requested accommodation. An employee who has a disability that may cause performance or conduct problems is encouraged to seek reasonable accommodation before problems arise.
6. Information obtained regarding the medical condition or history of the applicant will be kept in separate medical files and treated as confidential, except as follows:
 - a. Supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations.
 - b. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment.
 - c. Officers and employees of the Equal Employment Opportunity Commission and the Bureau of Labor and Industries investigating compliance will be provided relevant information upon request.
7. If an employee has concerns about the ADA process, including the outcome of the interactive process, he/she may contact the Director of Human Resources or Office of Metro Attorney to discuss the matter.

8. Employees who experience or observe discrimination, harassment, or retaliation related to disability should report the offending conduct using the procedures specified in Metro's Discrimination and Harassment Policy.

Responsibilities

Employee:

- Notify the supervisor or HR Benefits Manager that an accommodation is being requested.
- Meet with the HR Benefits Manager to begin the ADA interactive process.
- Provide a medical release for Metro to obtain relevant medical information.
- Report any discrimination, harassment, or retaliation related to disability using the procedures specified in Metro's Discrimination and Harassment Policy.

Supervisor:

- Timely respond to all ADA requests by notifying HR.
- Participate in a discussion with the employee and HR regarding reasonable accommodation.
- Coordinate with the Human Resources Department and the employee to implement any necessary accommodations.
- Refer any reports or observations of discrimination, harassment, or retaliation related to disability to the HR Department.
- Maintain the confidentiality of employees' medical information.

HR Benefits Manager:

- Provide the employee with the appropriate forms to obtain medical documentation.
- Obtain necessary medical information from the employee's health care professional(s) in order to verify the need for accommodation and identify potential solutions.
- Ensure that genetic information is not requested or considered during the accommodation process.
- Work with the employee and the supervisor to determine if reasonable accommodation(s) can be made.
- Coordinate with the supervisor and the employee to implement any necessary accommodations.

- Maintain the employee's medical information in a confidential file separate from the employee's personnel file.

References

Americans with Disabilities Act of 1990 (ADA) as amended- 42 U.S.C. 12101 et seq., 29 C.F.R. 1630 et seq.

ORS 659A.103 – 659A.142; OAR 839-006-0200 – 839-006-0265 (Oregon disability law).

Genetic Information Nondiscrimination Act of 2008 (GINA) - Pub.L. 110-233, 122 Stat. 881 (2008).



DRAFT
For MERC
Commission review
9/5/12

Subject Domestic Violence, Sexual Assault, Criminal Harassment and Stalking Protections
Approved by Martha Bennett, Chief Operating Officer

POLICY

It is Metro’s policy to comply with Oregon laws that provide employment protections for victims of domestic violence, sexual assault, criminal harassment and stalking. Metro prohibits discrimination against such employees and provides reasonable workplace accommodations to protect their safety. Eligible employees may also be entitled to reasonable leave from work to address safety-related matters.

Applicable to

All Metro employees.

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

Definitions

Eligible Employee:

1. Safety Accommodation: Any employee who is a victim of domestic violence, sexual assault, criminal harassment or stalking as defined by applicable law.
2. Protected Leave from Work: An employee who worked an average of at least 25 hours a week for the 180 days immediately preceding the date the employee begins leave. Leave may be taken by a victim of domestic violence, sexual assault, criminal harassment or stalking as defined by applicable law; by a parent or guardian of a victim; or by any other person, including an immediate family member, who has suffered related financial, psychological, social, or physical harm.
 - a. The 25 hour requirement is calculated according to actual hours worked.
 - b. The 180 day requirement is determined by how long the employee has been maintained on Metro’s payroll.

Reasonable leave: Any amount of leave that does not cause an undue hardship to Metro’s operations.

Undue Hardship: A significant difficulty or expense, determined on a case by case basis.

Victim: For the purposes of this policy, a victim of domestic violence, sexual assault, criminal harassment, or stalking is an individual against whom one of these offenses has been committed as defined by Oregon statute ORS 659A.270.

Victim Services Provider: A prosecutor-based victim assistance program or a nonprofit program offering safety planning, counseling, support or advocacy related to domestic violence, sexual assault, criminal harassment or stalking.

Guidelines

1. Metro prohibits discrimination against employees who are victims of domestic violence, sexual assault, criminal harassment, and stalking.
2. Metro will provide reasonable workplace safety accommodations in response to actual or threatened domestic violence, sexual assault, criminal harassment, or stalking. A request for reasonable accommodation will be granted unless it would cause an undue hardship to Metro's operations.
3. Metro will provide eligible employees reasonable leave from work to address safety-related matters, as described below, related to domestic violence, sexual assault, criminal harassment or stalking.
 - a. The employee must use fifty (50%) of accrued leaves on the books at the time the leave commences prior to going into an unpaid leave status; however in all cases the employee may retain up to 40 hours of accrued sick leave and 40 hours of accrued vacation for later use.
 - b. If no accrued paid leave time is available, leave under this policy will be unpaid.
 - c. The supervisor should contact the Payroll Manager to determine appropriate coding of such leave.
4. Employees must notify the Human Resources (HR) Department and/or Office of Metro Attorney (OMA) if they apply for or receive a protective order or restraining order that lists any Metro location as a protected area.

Procedures

Discrimination prohibited

1. Metro will not refuse to hire an otherwise-qualified individual because the individual is a victim of domestic violence, sexual assault, criminal harassment or stalking.
2. Metro will not discipline, demote, suspend, terminate, or in any manner discriminate, threaten, or retaliate with regard to promotion, compensation, conditions or privileges of employment because an employee is a victim of domestic violence, sexual assault, criminal harassment or stalking, or because the employee has inquired about, requested or taken leave under this policy.
3. Employees who experience or observe discrimination, harassment, or retaliation prohibited by this policy should report the offending conduct using the procedures specified in Metro's Discrimination and Harassment Policy.

Requesting a safety accommodation or leave of absence

4. An employee may request for a safety accommodation or protected leave by contacting his or her supervisor or the Human Resources (HR) Department. The employee should provide written or verbal notice in advance if possible, or as soon as practicable under the circumstances.
5. Upon receipt of a request for accommodation, the supervisor shall notify the HR Benefits Manager. The HR Department, in consultation with the OMA, will be responsible for

determining whether a requested accommodation is reasonable and whether the requested accommodation or leave will result in undue hardship to Metro's operations.

6. The HR Benefits Manager will contact the employee to discuss the requested accommodation, and will consult with the supervisor and/or Department Director to determine the impact of the requested accommodation on Metro operations. HR will inform the employee that they may have a union representative, family member, victims' advocate or other appropriate person present during meetings to discuss possible accommodations.
7. If it is determined that the requested accommodation would pose an undue hardship, the HR Benefits Manager and the employee will engage in an interactive process to determine whether a mutually acceptable alternative accommodation is available.
8. Metro may request documentation to confirm that the employee is a victim, or in the case of leave, a parent or guardian of a victim, or someone who has suffered harm related to domestic violence, sexual assault, criminal harassment or stalking. Metro may, in its discretion, approve an accommodation request on the basis of the employee's statements without requesting documentation. The employee may provide any of the following as certification of eligibility:
 - a. Court documents;
 - b. Law enforcement papers;
 - c. Documentation from an attorney, counselor, victim service provider, health care professional or clergy member.
9. The employee will provide the requested verification as soon as practicable. Failure to timely submit verification may result in the delay of accommodation approval.
10. After receiving sufficient verification, the HR Benefits Manager will inform the employee of whether a requested or alternative accommodation will be granted.
11. If special circumstances make it necessary to expedite the approval process, the HR Benefits Manager may grant an accommodation on a provisional basis before receiving verification, with the understanding that there is no guarantee the requested accommodation will be granted permanently.
12. The employee is required to comply with all employment policies and work rules while the request for accommodation is under consideration, or if the request is denied.
13. If an employee has concerns about the accommodation or leave process, he or she may contact the Director of Human Resources or Office of Metro Attorney to discuss the matter.
14. All documents regarding the employee's eligibility and/or the accommodation or leave provided will be kept confidential and may not be released without express permission unless required by law.

Reasonable safety accommodations

15. Safety accommodations may include, but are not limited to:
 - a. Transfer;
 - b. Reassignment;
 - c. Modified Schedule;
 - d. Changed work station or phone number;
 - e. Other measures to address safety.

Protected Leave from Work

16. Safety-related matters for which leave may be permitted may include:
 - a. To seek legal or law enforcement assistance to ensure the safety of the employee or the employer's minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal proceedings.
 - b. To seek medical treatment or recover from injuries suffered by the employee or his or her minor child or dependent.
 - c. To obtain, or to assist the employee's minor child or dependent in obtaining counseling from a licensed mental health professional.
 - d. To obtain services from a victim services provider for the employee or his or her minor child or dependent.
 - e. To relocate or takes steps to secure an existing home. "Relocate" includes transition periods spent moving from one home or facility to another, including but not limited to time to pack and make security, transportation or other arrangements for such transitions.
17. The length of leave will be determined by what is reasonable under the circumstances, and will be limited only if the leave creates an undue hardship to Metro's operations.
18. Employees who take leave under this policy to recover from or seek treatment for the serious health condition of the employee or his or her minor dependent may have leave rights under the Oregon Family Leave Act and the Family and Medical Leave Act. Please see Metro's Family and Medical Leave Policy for more information. To the extent that leave under this policy is also covered by the Oregon Family Leave Act, Metro may administer the two types of leave concurrently.
19. Leave granted under this policy will not be counted against the employee's attendance record for purposes of discipline or performance evaluations.
20. Crime victims may also be covered by Metro's Crime Victims' Leave Policy.

Restraining Orders

21. All employees who apply for or obtain a protective or restraining order that lists any Metro location as a protected area must provide the HR Department and/or the Office of Metro Attorney with:
 - a. a copy of the petition and any associated declarations;
 - b. a copy of any temporary restraining order; and
 - c. a copy of any permanent restraining order or protective order that is granted.
22. Office of Metro Attorney will be responsible for informing the appropriate staff.

Responsibilities

Employee:

- Contact the immediate supervisor or HR Benefits Manager in advance or as soon as practicable if accommodation or leave from work is needed for safety needs arising from domestic violence, sexual assault, criminal harassment or stalking.
- Provide documentation of eligibility as requested by the HR Benefits Manager.

- Comply with all employment policies and work rules while the request for accommodation is under consideration, or if the request is denied. Notify the HR Benefits Manager if safety concerns require an exception to be made immediately.
- Follow regular call-in procedures while on leave, unless other arrangements are made with the HR Benefits Manager to accommodate safety needs.

Supervisor and Department Director:

- Notify the HR Benefits Manager of any requests for accommodation or leave by employees who are victims of domestic violence, sexual assault, criminal harassment or stalking.
- Work with the HR Benefits Manager to make any operational adjustments that may be necessary.

Human Resources Department:

- Contact the employee and engage in an interactive process to determine whether a reasonable accommodation is appropriate.
- Request documentation as necessary to certify the employee's eligibility for accommodations and/or protected leave.
- Work with the supervisor and Department Director to determine the impact of the requested accommodation on operations.
- Determine whether the requested accommodation or leave poses an undue hardship.
- Notify the employee of the decision and discuss possible alternative accommodations if the requested accommodation is denied.
- Determine employee's eligibility for accommodations and/or protected leave and notify the employee as soon as possible. Notify the employee if leave will be charged against the employee's OFLA entitlement.
- Work with the Supervisor and Department Director to make any necessary operational adjustments.
- Keep records confidential except as expressly permitted by the employee or required by law.

References

ORS 659A.270 to 659A.290.

Crime Victims' Leave Policy

Discrimination and Harassment Policy

Family and Medical Leave Policy



Metro | *Policies and procedures*

DRAFT
For MERC
Commission review
9/5/12

Subject: Employment of Minors

Approved by: Martha Bennett, Chief Operating Officer

POLICY

Metro may hire minors between the ages of 14 and 18 in compliance with applicable law. Due to legal restrictions on the type of work minors may perform and the hours during which they may be employed, Metro is able to employ minors in a limited range of positions.

Applicable to

All employees.

Definitions

Minor: A person under the age of 18.

Guidelines

1. Metro will not employ minors under the age of 14.
2. Metro must verify the age of every minor hired and post an employment certificate issued by the State of Oregon Bureau of Labor and Industries.
3. State and federal law regulate minors' work hours and the types of work they may perform. Supervisors of employees who are minors must comply with all legal requirements.

Procedures

1. A supervisor who is considering hiring minors must contact the Human Resources (HR) Department prior to offering employment. The HR Department will review job duties, applicable laws and regulations and will give advice on procedures and scheduling.
2. Job offers to minors will be made contingent upon age verification at hire. Acceptable documents for age verification include a birth certificate, state identification card, drivers' license, or passport. Metro may accept other documents as proof of age only if permitted by law.

3. Metro must maintain and post an employment certificate issued by the State of Oregon Bureau of Labor and Industries (BOLI) Child Labor Unit.
 - a. The HR Department will complete and submit the certificate application. The application requires Metro to estimate the number of minors to be employed during the following year and describe their anticipated job duties and use of equipment. Department Directors must provide this information to the HR Department promptly upon request.
 - b. Department Directors must ensure that a current employment certificate is posted in a conspicuous place in every department where minors work.
 - c. If minors' work duties are changed at any time, Metro must submit a Notice of Change Form to the BOLI Child Labor Unit. Supervisors must notify the HR Department before changing minors' work duties so that the HR Department can evaluate the anticipated change for legal compliance and submit the necessary paperwork.
4. If a minor is required to report to work, Metro must provide enough work (or compensation in lieu of work) to allow the employee to earn at least one half of the scheduled day's earnings. If a minor employee arrives for a scheduled shift but is not needed for the entire shift, the employee's supervisor is responsible for ensuring that this time is recorded correctly in Kronos.

Work hours, meals and rest periods

5. Minors who are 14 or 15 years old may not work:
 - a. During school hours;
 - b. More than three hours on any school day;
 - c. More than eight hours on a non-school day;
 - d. Before 7 a.m. or after 7 p.m., except that they may work as late as 9 p.m. between June 1 and Labor Day;
 - e. More than 18 hours per week during the school year; or
 - f. More than 40 hours per week when school is not in session.
6. All minors who are 16 or 17 years old may work up to 44 hours per week (subject to overtime requirements), and may work the same number of hours per day as adult employees.
7. All minors must receive a paid rest break of at least 15 minutes for every work session of four hours or the major portion thereof (i.e., for any period longer than two hours).
8. Minors must receive at least 30 minutes for lunch, beginning no later than five hours after reporting for duty.
 1. Minors who are 14 or 15 years old must be completely relieved of all duties during lunch.
 2. Minors who are 16 or 17 years old may perform work or remain on call during the lunch period when business conditions require it, but in that case they must be paid for the entire lunch period.

Prohibited job duties

9. Oregon law contains specific safety-related restrictions on the types of work minors may perform. Supervisors and managers must obtain advance approval from the HR Department for all work duties to be assigned to minors.
10. Legal restrictions on job duties include, but are not limited to, the following:
 - a. Minors with drivers' licenses may drive to and from work but may not drive on public roads while on the job.
 - b. Minors are not permitted to operate power-driven machinery. Minors who are 14 or 15 years old may not work in areas where power-driven machinery is used.
 - c. Minors are not permitted to lift excessive weight.

Responsibilities

Supervisors:

- Contact the HR Department if you are considering hiring minors, and before changing the work duties of employees who are minors, to ensure legal compliance.
- If a minor reports to work for a scheduled shift but is not needed for the entire shift, make the appropriate adjustments in Kronos to ensure the employee will receive pay for at least half the scheduled shift. Contact the Kronos Help Desk with any questions.
- Monitor and ensure compliance with legal requirements regarding minor employees' work hours, meals and rest periods, and prohibited job duties. Notify HR or the Office of Metro Attorney of any questions or concerns about compliance.

Department Directors:

- Monitor and ensure compliance with legal requirements regarding minor employees' work hours, meals and rest periods, and prohibited job duties. Notify HR or the Office of Metro Attorney of any questions or concerns about compliance.
- Respond promptly to HR requests for information about anticipated and current employment of minors.
- Ensure that a current compliance certificate from the State of Oregon Bureau of Labor and Industries is posted conspicuously in every department where minors work.

Human Resources Department:

- Verify the age of every minor employee at hire or delegate verification duties to a trained supervisor.
- Advise supervisors and managers about legal compliance and best practices.
- Complete and submit the annual employment certificate application.

References

ORS 653.305 et seq.; OAR 839-021-0006 et seq.

Fair Labor Standards Act (FLSA), as amended 29 USC §201 et seq; 29 CFR Parts 570 to 580.

 Metro | *Policies and procedures*

DRAFT
For MERC
Commission review
9/5/12

Subject: Information Technology: Acceptable Use

Approved by: Martha Bennett, Chief Operating Officer

POLICY

Information, computer systems and devices are made available to users to optimize employee productivity in support of the business processes of Metro. The purpose of this policy is to inform authorized users of agency technology assets of the appropriate and acceptable use of information, computer systems and devices.

Applicable to

All individuals who have been granted access to Metro agency information-related technology, services or systems, including but not limited to “users” as defined below.

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

Definitions

Encryption: Use of a process to transform data into a form in which the data is unreadable or unusable without the use of a confidential process or key.

Information System: Computers, hardware, software, storage media, networks, operational procedures and processes used in the collection, processing, storage, sharing or distribution of information within, or with access beyond ordinary public access to, Metro’s shared computer and network infrastructure.

Users: All Metro employees, volunteers, vendors and contractors who access Metro information assets, and all others authorized to use Metro information technology for the purpose of accomplishing Metro’s business objectives and processes.

Technology Asset: Includes, but is not limited to, an electronic, magnetic, optical electrochemical or other high-speed data processing device that performs logical, arithmetic or memory functions, including the components of a computer and all input, output, processing, storage, software or communication facilities that are connected or related to such a device in a system or network.

Technology Services: Information systems that are functioning on the public network subscribed to by Metro, including services found on the Internet that hold and process mail, files or streams of information.

Computer Software: Computer programs, procedures and associated documentation concerned with the operation of a computer system.

Access: To instruct, communicate with, store data in, retrieve data from, or otherwise make use of any resources of a computer, computer system or computer network.

Guidelines

1. All information stored within Metro's applications, systems, devices and networks, whether on or off-premises, is the sole property of Metro and subject to its sole control, except as required by contract. In addition, all Metro documents and work products are the sole property of Metro, regardless of whether the information is stored, accessed or transmitted via Metro-owned or personally owned devices such as computers, tablets, and cell phones.
 - a. No part of Metro agency systems or information is or may become the private property of any system user.
 - b. Metro owns all legal rights to control, transfer, or use all or any part or product of its systems.
2. Metro information systems and devices are provided for business purposes only; however, Department Directors may approve limited, incidental personal use consistent with the terms of this policy.
3. Users have no right to expect that any information kept on the Metro information system is private.
 - a. All information kept on Metro information systems, including email, is subject to public records law regardless of whether the content is business-related or personal. Metro documents and work products stored on personally-owned devices are also subject to public records law.
 - b. Metro may monitor all electronic communications and information contained on its systems.
 - c. Metro will disclose or maintain the confidentiality of information in accordance with applicable law.
4. Violation of terms of this policy may result in the limitation, suspension or revocation of access to Metro information systems and can lead to other disciplinary action up to and including termination.

Procedures

1. All users must be properly authorized and authenticated to use Metro technology assets.
2. Users must keep their passwords confidential and are responsible for the security of their passwords and accounts. User passwords must be changed on a regular basis and should be of sufficient complexity that they cannot be easily discovered. Password controls will be enforced using either application or third party tool sets.
3. Users of Metro information systems shall respect the confidentiality of other users' information and shall not attempt to:
 - a. access third-party systems without prior authorization by the system owners;
 - b. obtain other users' login names or passwords;
 - c. attempt to defeat or breach computer or network security measures;

- d. intercept, access, or monitor electronic files or communications of other users or third parties without approval from the author or responsible business owners;
 - e. review the files or information of another user without a specific business need to do so.
4. Metro networks and systems shall not be used to intentionally view, download, store, transmit, or retrieve any information, communication or material that:
 - i. is harassing or threatening; is obscene, pornographic or sexually explicit;
 - ii. is defamatory;
 - iii. fosters hate, bigotry, discrimination or prejudice or makes discriminatory reference to race, age, gender, sexual orientation, gender identity, religious or political beliefs, national origin, health or disability;
 - iv. is untrue or fraudulent;
 - v. is illegal or promotes illegal activities;
 - vi. is intended for personal profit;
 - vii. facilitates Internet gaming or gambling; or
 - viii. contains offensive humor.
 5. Under certain circumstances, there may be legitimate business reasons to access materials that are otherwise prohibited. Employees should obtain supervisor approval before accessing such materials.
 6. Users may access Metro networks and email from remote locations only with proper authorization and through the use of agency-approved and agency-provided remote access systems or software. Telecommuting is subject to applicable Metro policies and collective bargaining agreements.
 7. Metro may monitor any and all email traffic passing through its email system.
 8. Email users are expected to comply with normal standards of professional and personal courtesy and conduct.
 9. Departments may allow the use of Instant Messaging (IM) and other communications or messaging alternatives for business purposes. Departments may also allow the use of streaming video/audio for business purposes. However, these uses must be approved, documented, and adequately secured and must comply with Metro records and information management policies. The IS Department is authorized to monitor IM communications and video/audio streams as needed for business or legal reasons.
 10. Email is to be used for Metro-related business only, except as follows:
 - a. Directors may allow employees limited, incidental personal use, as long as it does not violate other requirements of this policy and there is no significant cost to the agency.
 - b. Email may be used for union business to the extent allowed in the applicable collective bargaining agreement.
 11. Metro is under no obligation to store or forward the contents of an individual's email inbox, outbox or contact list either during or after their employment.

12. Using the Internet increases the risk of exposing Metro technology assets to security breaches. Metro can only accept this risk for business uses. Metro has discretion to determine if an employee's use is personal or business.
 - a. Business use includes accessing information related to employment with Metro such as for accessing benefit related information. Approved sites for this purpose are PERS, EAP, Oregon Savings Growth Plan and union contract information.
 - b. Departments may determine whether to allow limited incidental personal internet use, such as to check weather conditions or in case of emergency.
13. Metro employees are responsible for exercising good judgment regarding the reasonableness of personal use of Metro's technology assets. No personal use of Metro information systems shall interfere with staff productivity, pre-empt any business activity, consume more than a trivial amount of resources, or be used for personal gain.
 - a. Users may not use Metro technology systems to play computer games, regardless of whether Internet-based, personal, or included with approved software applications.
 - b. Metro systems may not be used for hosting or operating personal Web pages; non business-related postings to Internet groups, chat rooms, or list services; or creating, sending or forwarding chain emails.
 - c. Metro information systems shall not be used for personal solicitation. Systems shall not be used to lobby, solicit, recruit, sell or persuade for or against commercial ventures, products, religious or political causes, or outside organizations.
14. Users are required to report evidence of computer viruses, security breaches, or unauthorized access to the IS help desk as soon as possible.
15. Technology assets shall be used in a manner that will not impair the availability, reliability or performance of Metro business processes and systems or unduly contribute to system or network congestion.
16. Use of Metro information systems shall comply with copyrights, licenses, contracts, intellectual property rights and laws associated with data, software programs and other materials made available through those systems.
17. Users must comply with Metro's records retention policies.
18. Users shall not intentionally destroy data in an attempt to misrepresent data in Metro information systems.
19. Users shall not utilize proxy devices or servers to hide their identity or to circumvent existing security.
20. Sending email or other electronic communication that attempts to hide the identity of the user or represent the user as someone else is prohibited. No user of scramblers, remailer services, drop-boxes or identity-stripping methods is permitted.
21. Personal hardware or software may not be used to encrypt any Metro-owned information except with express prior permission and direction from Information Services.
22. Non-approved software, including but not limited to desktop and workgroup applications, screen savers, browsers, application plug-ins and games, shall not be downloaded or installed from the Internet, portable computer and storage devices, or other external sources without prior approval from Metro Information Services.

23. Hardware devices that are not required for assigned work shall not be attached to a Metro-provided computer. Privately owned devices shall not be connected to Metro networks, wireless access points, computers or other equipment without prior approval from Metro Information Services. All hardware attached to Metro systems shall be appropriately configured, protected and monitored so it will not compromise Metro technology assets.
24. Metro-provided email systems and Internet access for the public shall be appropriately secured in order to protect Metro technology assets.
25. Metro may employ security practices in the form of additional controls, such as limited workstation access, in order to protect Metro technology assets and maintain a secure environment.
26. Metro Information Services is responsible for monitoring the use of information systems and assets. At a minimum, Information Services will monitor on a random basis and for cause. Monitoring systems or processes will be used to create usage reports and resulting reports will be reviewed by Information Services management for compliance.

Responsibilities

Employees:

- Take reasonable steps to ensure the physical security of Metro technology assets and passwords and report missing, lost or stolen Metro technology assets to their supervisor immediately.
- Use Metro technology assets in a manner consistent with the Acceptable Use Policy, seeking answers to any questions about the policy from their supervisor or the IS help desk as needed.

Supervisors:

- Ensure that authorized users have received training on acceptable use through the Metro Learning Center software or have received and signed a hard copy of the policy.
- Submit new account request forms for new employees.
- Review and update employee access when requested.
- Ensure employees are using Metro technology assets in a manner consistent with the Acceptable Use Policy and guard against inappropriate use of such assets by employees.
- Coordinate with the agency's Information Services and Human Resources Departments on violations of acceptable use of Metro technology assets.

Department directors:

- Ensure that department purchases for Metro technology assets are restricted to only those necessary for the conduct of official business and that standards for hardware and software are followed.

- Ensure appropriate usage of Metro technology assets and compliance with applicable rules and policies.

Information Services:

- Implement firewall, anti-virus, role provisioning, password controls, web surfing and Email filtering mechanisms, ensure their maintenance, and monitor logs and reports for system performance and compliance.
- Report policy violations to the Human Resources Department and/or supervisory staff as appropriate.
- Create hardware and software standards with the help of a technical standards committee and publish hardware and software standards on at least an annual basis.
- Review policy annually to determine applicability.
- Update filters by employee or group to include items required as part of the job when directed by a manager.

Human Resources Department:

- Alert Information Services of policy violations when appropriate.



Metro | *Policies and procedures*

DRAFT
For MERC
Commission review
9/5/12

Subject: Layoffs – Non-represented Employees

Approved by: Martha Bennett, Chief Operating Officer

POLICY

A layoff is an involuntary separation from employment that is initiated due to circumstances other than the employee's conduct or job performance. Metro may lay off employees due to lack of work, lack of funds, reorganization, and/or other business needs.

Applicable to

All non-represented employees.

Layoffs of represented employees will be in accordance with applicable collective bargaining agreements.

Guidelines

1. Metro may lay off employees due to lack of work, lack of funds, business reorganization, and/or other business needs.
2. Metro will provide non-probationary regular status and limited duration employees with at least 14 calendar days' notice of layoff or the corresponding amount of pay in lieu of notice.

Procedures

1. The Chief Operating Officer (COO) or Visitor Venues General Manager will determine the number and classifications of employees to be laid off.
2. The COO and/or Visitor Venues General Manager, in consultation with management stakeholders, will determine the order in which employees in the same classification are selected for layoff.
 - a. Metro is not required to lay off temporary and seasonal employees before limited duration and regular status employees. Layoff decisions will be based on business needs.
 - b. Determinations will be made based on Metro's business needs and the employees' employment history, including the following factors, listed in no particular order:

- i. Past work performance as reflected in performance evaluations and attendance, safety, and disciplinary records;
 - ii. Job knowledge, skill, and ability to do the required work;
 - iii. The ability to perform other jobs that the employee may be called upon to perform as a result of the staffing reduction;
 - iv. Previous work experience and educational background; and
 - v. Length of service.
3. Notice of layoff will be given as follows:
 - a. Temporary and seasonal employees and non-probationary employees may be laid off with or without prior notice; however, advance notice will be provided to the extent feasible.
 - b. Non-probationary limited duration and regular status employees will be given at least 14 calendar days' written notice of layoff or the corresponding amount of pay in lieu of notice.
 - c. In the event of a facility closure or mass layoff covered by the Worker Adjustment and Retraining Notice (WARN) Act, the notice period and the form and content of the notice will comply with the WARN Act.

Responsibilities

Chief Operating Officer and Visitor Venues General Manager:

- Make layoff determinations under this policy in consultation with supervisors, managers, and the HR Department.

Human Resources Department:

- Process separation paperwork.
- Provide benefits information to separating employees.
- Payroll Division: process employee's final check.

References

Payroll policy

Worker Adjustment and Retraining Notification (WARN) Act (29 U.S.C. §2101, et seq.; 20 CFR Part 639)



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For MERC
Commission review
9/5/12

Subject Metro Committees
Approved by Martha Bennett, Chief Operating Officer

POLICY

Metro committees provide valuable contributions to improve business operations and support our region's communities. To succeed, these committees need active participation from their members. This policy establishes procedures to support these committees and recognize employees' contributions.

Applicable to

All Metro employees who are members of ongoing internal committees.

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

Guidelines

1. This policy applies to internal committees that serve an ongoing business need and for which membership crosses departments. Teams supporting finite projects or projects with external partners are excluded from these criteria.
 - a. Examples of committees that meet the criteria: Safety Committees, Joint Labor Management Committee for Health Benefits, Diversity Action Team, 401(k) Committee, Green Teams, Sustainability Committee, Metro Employee Association.
 - b. Examples of committees that do not meet the criteria: Web design team.
2. The procedures outlined below are intended to support Metro committees by:
 - a. Clarifying documentation expectations;
 - b. Promoting transparency between participating employees and their supervisors; and
 - c. Creating an environment that recognizes employees' contributions.

Procedures

Committee bylaws

1. Each internal committee covered by this policy must have bylaws that follow the template attached to this policy. Bylaws must be reviewed by the respective Department Director and approved by the Senior Leadership Team and/or Deputy Chief Operating Officer.

- a. The bylaws should include:
 - i. Committee mission;
 - ii. Membership selection criteria;
 - iii. Terms of membership and requirements of members;
 - iv. Level of committee authority (i.e., advisory or decision making body) and decision-making process; and
 - v. Officer or chair responsibilities.
 - b. Human Resources will house copies of bylaws for all committees.
2. When recruiting members, a committee should provide a copy of its bylaws to the interested employee.

Employee participation

3. An employee must have a supervisor's approval to participate in a Metro committee. A supervisor may decide not to approve an employee's participation if it would prevent the employee from meeting the business needs of the department. Conversely, participation in some committees may be required to meet a department's business needs and employees may be assigned to participate.
4. The terms and hours of the membership commitment must be identified in advance and discussed with the supervisor.
5. The supervisor must adjust the employee's workload as necessary to allow the employee to participate on work time.
6. Committee participation should be noted as a goal in the employee's performance evaluation and appropriately documented for future review.

Fundraising and cash handling

7. A committee that wishes to raise funds in support of its mission must receive authorization to do so from Metro's Chief Operating Officer (COO) or Deputy COO.
8. For fundraisers expecting minimal proceeds, committees must follow the cash procedures listed in Appendix A. Committees planning to conduct significant or repeated fundraising events should seek financial and legal advice concerning non-profit status and other critical issues.

Responsibilities

Employees:

- Request supervisor approval to participate in a committee.
- Follow fundraising and cash handling procedures as applicable.

Supervisors and Managers:

- Assign and approve committee membership.
- Adjust employees' workloads and performance evaluation goals to reflect committee memberships.

Human Resources Department:

- Maintain copies of committee bylaws.

Committee Members

- Complete draft bylaws following the format in the attached and seek approvals as outlined in this policy.

Attachments

Appendix A – Metro Committee Cash Handling Procedures

Appendix B – Template for Committee Bylaws

Appendix A

Metro committee cash handling procedures

Accepting Checks

1. Checks must be preprinted and include the issuer's name, address and must have a check number.
2. Checks must only be made payable to the committee conducting the fundraiser.
3. Foreign checks are not accepted.
4. Checks must not be post-dated (dated after current date) or stale-dated (dated more than 6 months prior to the current date).

Accepting Cash

1. The beginning cash fund must be counted by two people in charge of the fundraiser.
2. A petty cash box has to be used during the fundraising event.
3. During the fundraiser cash has to be counted in front of the customer.
4. When closing out, two people involved in the fundraiser have to count the total of the cash and fill out a cash report, stating the beginning fund balance, the sales amount and ending fund balance.
5. The balancing of cash and preparation of the cash report should occur immediately after the close of the event.

Depositing Cash

1. Fundraising proceeds should be deposited into the committee's bank account within three business days of the event.
2. Cash held until deposit should be kept in a locked secure area.

Reconciling the Bank Account

1. The bank account should be reconciled on a monthly basis and in a timely manner
2. A person without access to the bank account and not involved in the collection of fundraising amounts should be responsible for the monthly bank reconciliations.
3. Any discrepancies noted in the bank reconciliations should be reported to an individual with management oversight of the committee (Committee board member, president, etc.)

No credit cards can be accepted for fundraisers.

Appendix B

(NAME) BYLAWS¹

Adopted (Date)

Revised (Date)

ARTICLE I NAME

The Committee shall be known as the (Name).

ARTICLE II MISSION

ARTICLE III AUTHORITY

Level of authority (advisory or decision-making body)

ARTICLE IV MEMBERSHIP

- Section 1: Criteria for membership
- Section 2: Terms of membership
- Section 3: Responsibilities of members
- Section 4: Attendance requirements
- Section 5: Selection and termination process

ARTICLE V OFFICERS

- Section 1: Selection/Election of Officers
- Section 2: Officers' responsibilities
- Section 3: Vacancies

ARTICLE VI GOVERNANCE

- Section 1: Annual work plan and reporting²
- Section 2: Budget development, tracking and reporting
- Section 3: Decision-making process
- Section 4: Quorum
- Section 5: Manner of Voting
- Section 6: Amendment of bylaws

ARTICLE VII MEETINGS

- Section 1: Schedule of meetings
- Section 2: Minutes
- Section 3: Conducting a Meeting

SIGNATURES/DATE

Committee Chairperson: _____

Date: _____

Department Director: _____

Date: _____

Deputy COO or Designee: _____

Date: _____

¹ See Metro Committees policy

² Annual report of progress due to Deputy COO or designee

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9/5/12

 **Metro** | *Policies and procedures*

Subject Military Service Members and Families – Leave Rights and Non-Discrimination

Approved by Martha Bennett, Chief Operating Officer

POLICY

It is Metro's policy to comply with all state and federal laws providing employment protections to military service members, veterans, and their families. Protections covered by this policy include leave rights for military service members and their spouses and domestic partners and a prohibition against discrimination.

Applicable to

Employees who are U.S. military service members, veterans, or spouses or domestic partners of service members.

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

Definitions

Eligible employee: Specific eligibility requirements apply under state and federal law and are detailed below under Procedures. Metro's Human Resources (HR) Department will review all leave applications and determine eligibility consistent with state and federal law.

Domestic partner: For the purposes of this policy, "domestic partner" means a same-sex domestic partner registered with the State of Oregon or an opposite-sex domestic partner confirmed by an affidavit on file with Metro.

Reasonable efforts: Actions that do not place an undue hardship on Metro's operations, including training.

Reinstatement: An employee's return to the position they formerly held following a leave of absence.

Reemployment: An employee's return to Metro and placement in a suitable alternate position following a leave of absence. Reemployment is different from reinstatement. Options for reemployment are evaluated in situations in which the employee cannot be reinstated to his or her former position.

Service: The performance of duty on a voluntary or involuntary basis in a uniformed service that may involve active duty, active duty for training, initial active duty for training, inactive duty for training, full-time duty in the National Guard, funeral honors duty or an examination to determine fitness for uniformed service.

Undue hardship: Significant difficulty or expense.

Uniformed Services: The United States Army, Navy, Air Force, Marine Corps, Coast Guard, the Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or national emergency.

Guidelines

Discrimination Prohibited

1. Metro will not discriminate against any individual because of their uniformed service or retaliate against any person for exercising or attempting to exercise rights under this policy.

Leave rights

1. Military service members, veterans, members of an organized state militia, and the spouses and domestic partners of U.S. service members are entitled to leave from work without any risk of adverse employment consequences under the circumstances described below.
 - a. Absences under this policy may not be counted against an employee's attendance record.
 - b. Employees will be restored to their position without any loss of employment benefits after leave is concluded.
2. In addition to the types of leave outlined in this policy, the Family and Medical Leave Act provides protected leave for eligible employees to care for family members who are covered military service members recovering from a serious illness or injury sustained in the line of duty, and to handle exigencies related to the service member's call to active duty. Please see Metro's Family and Medical Leave Policy for more information.
3. In addition to leave for military service, employees may be entitled to leave for certain types of non-military government service, such as the Peace Corps and certain search and rescue operations. Please contact Human Resources for more information if needed.

Other Protections

1. Military veterans may also be eligible for preference in hiring and promotions in accordance with Oregon law. Please see Metro's Veterans' Preference Policy for more information.
2. Disabled service members and veterans, as well as other disabled employees, may be entitled to reasonable accommodation under the Americans with Disabilities Act (ADA). Please see Metro's Americans with Disabilities Act Policy for more information.

Procedures

Discrimination Prohibited

1. Employees who experience or observe discrimination, harassment, or retaliation on the basis of military service or the exercise of rights under this policy should report the offending conduct using the procedures specified in Metro's Discrimination and Harassment Policy.

Military Leave

1. **Eligible employee:** An employee who leaves employment, other than in some temporary, seasonal, or part-time positions, for the purpose of military training, examination, and/or service. The employee's absences from Metro for uniformed service must total five years or less. The employee must not have been separated from military service under other than honorable conditions.
 - a. Temporary and seasonal employees are eligible for reinstatement following military leave unless their employment with Metro prior to uniformed service was for a brief, nonrecurrent period and there is no reasonable expectation that the employment would have continued indefinitely or for a significant period.
 - b. There are some exceptions to the five-year limit, including initial enlistments lasting more than five years, periodic National Guard and Reserve training duty, and involuntary active duty extensions and recalls, especially during a time of national emergency.
 - c. There is no time limit on the amount of time reservists may spend in training.
 - d. Reinstatement and reemployment protections do not depend on the timing, frequency, duration, or nature of an individual's service as long as the basic eligibility criteria are met.
2. An eligible employee who takes time off for military duty is generally entitled to reinstatement to his or her former position.
 - a. The returning veteran or reservist will be treated as if he or she had remained on the job instead of performing military service. Employees who are subject to a seniority system will continue to accrue seniority during their military service. Employees will be paid at the rate they would have received from raises based on time worked if they had stayed on the job.
 - b. Reinstatement rights apply even if a replacement has been hired for the position.
 - c. Metro will make reasonable efforts, including training or retraining, to enable returning service members to refresh or upgrade their skills to help qualify for reinstatement or reemployment.
 - d. If the service member is unable to return to his or her former position, for example due to disability, Metro will make reasonable efforts to reemploy the service member in a comparable alternative position.
 - i. Metro will provide reasonable accommodation for disabilities in accordance with applicable law.
 - ii. If the employee is not qualified for an alternative position, Metro will make reasonable efforts to help the employee become qualified.
 - e. In rare cases, Metro may be unable to reemploy a returning service member. For example, reemployment rights may be limited in the following circumstances, consistent with applicable law:
 - i. Metro's circumstances have changed so much that reemployment is impossible or unreasonable;
 - ii. The employee is no longer qualified for the former position or a comparable alternative position, he or she cannot become qualified with reasonable efforts by Metro, and reemployment would impose an undue hardship on Metro's operations; or

- iii. The returning employee's former position no longer exists and there is no appropriate alternative position for which the employee is or may become qualified with reasonable efforts by Metro. Metro is not required to create a position for a returning service member if the position no longer exists.
3. Pay status:
 - a. Service members, including reservists or National Guard members, are permitted but not required to use their accrued paid leave time for military leave.
 - b. Employees who are members of the National Guard, National Guard Reserve or any reserve component of the U.S. Armed Forces or Public Health Service and who have been employed by Metro for six months or more may receive up to 15 consecutive calendar days of paid leave per federal fiscal year for periods of initial or annual temporary active duty for training. This equates to eleven (11) paid work days for those working a five (5) day work week and nine (9) paid work days for those working a four (4) day work week.
 4. Notification requirements before taking leave: Service members should provide advance written or verbal notice to Metro unless giving notice is impossible, unreasonable, or precluded by military necessity. An employee should provide notice as far in advance as is reasonable under the circumstances.
 5. Notification requirements for return to work:
 - a. Employees returning from active duty of less than 31 days must return to work at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight-hour rest period.
 - b. Employees returning from active duty of more than 30 but fewer than 180 days must notify the Metro Human Resources Department of their intention to return to work within 14 days of release from service.
 - c. Employees returning from active duty of more than 180 days must notify the Metro Human Resources Department of their intention to return to work within 90 days of release from duty.
 - d. Reservists and members of the National Guard returning from training must inform Metro's Human Resources Department of their training obligations and report back at the next regularly scheduled work period.
 6. After returning from service, a returning veteran will not be discharged except for cause for a period of one year. A returning reservist will not be discharged except for cause for a period of six months.

Oregon Military Family Leave Act

1. Eligible employee: An employee who has worked an average of 20 hours per week, and who is a spouse or domestic partner of a member of the U.S. Armed Forces, National Guard or military reserve forces.
2. An eligible employee whose spouse or domestic partner has been notified of an impending call or order to active duty or impending leave from deployment is entitled to a total of 14 work days of unpaid leave per deployment with continuation of benefits under the Oregon Military Family Leave Act (OMFLA).
 - a. Leave may be taken before the service member's deployment and/or while the service member is on leave.

- b. Leave need not be taken in one, uninterrupted period, but may be taken intermittently.
 - i. For the purpose of intermittent leave, OMFLA leave is calculated for an employee by multiplying the number of hours the employee normally works per day by 14.
 - ii. If an employee's schedule varies from day to day, a daily average of the employee's work hours over the previous 12 months will be used for calculating the employee's normal work day.
 - c. Leave taken under this policy is counted against the employee's general leave entitlement under the Oregon Family Leave Act (OFLA). Please see Metro's Family and Medical Leave Policy for more information about OFLA.
 - d. If multiple deployments occur within the employee's OFLA leave year, the employee is entitled to use all OMFLA leave until his or her OFLA entitlement is exhausted.
 - e. If the leave is also covered by the exigency leave provisions of the Family and Medical Leave Act (FMLA), Metro may run OMFLA leave and FMLA leave concurrently. Please see Metro's Family and Medical Leave Policy for more information about FMLA.
3. An employee who intends to take leave must notify his or her supervisor or the Human Resources Department by requesting leave through Kronos or submitting a Leave Request Form within five business days of an impending call or order to active duty or impending leave from deployment.
 4. An employee who takes military spouse leave may draw on any accrued paid leave to which the employee is entitled for any part of the leave. He or she may also choose to take unpaid leave rather than using accrued paid leave.

Veterans' Leave

1. Eligible employee: An employee who is a veteran undergoing medical treatment, recuperation or therapy for a serious injury or illness that occurred any time within five years of service in the U.S. Armed Forces. The employee must not have been separated from military service under other than honorable conditions.
2. An eligible employee may take up to 14 weeks of leave to recover or seek treatment for a qualifying illness or injury.
3. Veteran leave, when combined with all other family or medical leave under the Family and Medical Leave Act and the Oregon Family Leave Act, may not exceed 26 weeks in a single 12-month period. Please see Metro's Family and Medical Leave Act policy for more information.

Responsibilities

Employee:

- Notify Metro of your need for leave as specified by the procedures for the specific type of leave.
- Notify Metro of your intention to return to work as specified by the procedures for the specific type of leave.
- Provide documentation as requested by the Human Resources Department.

- Report any discrimination, harassment, or retaliation based on military service or the exercise of any rights under this policy.

Supervisor:

- Notify the HR Benefits Manager of any requests for leave.
- Work with the HR Benefits Manager to make any operational adjustments that may be necessary.
- Ensure that no employee is subject to discrimination, harassment, or retaliation based on military service or the exercise of any rights under this policy.

Human Resources Department:

- Immediately notify the Department Director of any requests for leave under this policy.
- Request documentation as needed to verify eligibility for leave.
- Determine the employee's eligibility for protected leave and notify the employee as soon as possible.
- Notify the employee if leave will be charged against the employee's OFLA and/or FMLA entitlement.
- Work with the Supervisor and Department Director to make any necessary operational adjustments.
- Ensure that an employee hired to replace a service member on leave understands the service member's reinstatement rights and the potential impact on the replacement employee's employment.
- Track leave requests, verification of the need for leave, and the use of paid and unpaid leave following usual procedures.
- Investigate and resolve any reports of discrimination, harassment, or retaliation.

References

Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), 38 USC 4301-4335

Oregon Military Family Leave Act, ORS 659A.090 – 659A.099

ORS 408.225 - 408.235

ORS 408.290



Metro | *Policies and procedures*

DRAFT
For MERC
Commission review
9/5/12

Subject: Nepotism and Personal Relationships in the Workplace

Approved by: Martha Bennett, Chief Operating Officer

POLICY

Metro complies with applicable laws regulating the employment of family members and household members in public employment and maintains procedures to prevent favoritism or unfairness in the workplace due to family and personal relationships.

Applicable to

All employees, interns, volunteers and applicants for these positions.

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

Definitions

Family members: For the purposes of this policy, family members include spouses, children (including stepchildren), parents (including stepparents), siblings (including half and step siblings), aunts, uncles, nieces, nephews, grandparents, grandchildren, domestic partners and equivalent family members of an employee's spouse or domestic partner.

Nepotism: Favorable treatment based on a close personal relationship without regard to merit.

Guidelines

1. No employee or applicant for employment or promotion will be treated differently or adversely solely because a family member works or has worked for Metro, subject to the other requirements of this policy.
2. Family members, household members and romantic partners shall not work together in a direct supervisory-subordinate relationship under any circumstances.
3. Family members, household members or romantic partners in the same department, chain of command, or span of control are cautioned to conduct themselves professionally or be subject to discipline and possible separation of the working relationship.

4. Employees must notify the Department Director or HR Director of any current or potential supervisor-subordinate relationships that may be prohibited or subject to a review requirement under this policy.

Procedures

Employment decisions

1. An employee may not appoint, employ, promote, discipline, demote, or fire a family member, household member or romantic partner.
 - a. No employee may participate in any official discussion or decision related to the employment of a family member, household member, or romantic partner, even if the employees do not work in the same department, chain of command, or span of control.
 - i. Example: No employee may serve on an interview panel or otherwise participate in the screening process for a position for which a family member, household member or romantic partner is a candidate.
 - ii. Exception: Metro may obtain an employee's statement about an employee who is a family member, household member or romantic partner if it is material to an internal or legal investigation and consistent with business necessity and applicable law. The relationship will be noted and taken into account when evaluating the statement.
 - a. In order to comply with legal conflict of interest requirements, the HR Director and Office of Metro Attorney (OMA) must be consulted immediately in any situations that could fall under this policy.

Supervisory relationships

2. Family members, household members, and romantic partners shall not work together in a direct supervisory-subordinate relationship under any circumstances.
 - a. If employees are in a relationship prohibited by this policy, they must notify the Department Director or HR Director and propose a plan for separating the supervisory-subordinate working relationship.
 - b. One employee or the other must transfer to a different position in the agency or leave employment within 30 days. The HR Director may extend this time period if there is a clear plan and timeline for separation and an extension is consistent with Metro's legal, ethical, and business interests.
 - c. The affected employees are responsible for recommending which employee will transfer or leave employment. The final determination will be made by the HR Director.
 - d. If no solution is reached within the designated time period, both employees will be terminated.

Responsibilities

Employees:

- Notify the Department Director or HR Director of any current or potential supervisor-subordinate relationships that may be prohibited or subject to review under this policy.

Department Directors:

- Notify the HR Director of any current or potential supervisor-subordinate relationships that may be prohibited or subject to Director review under this policy.

HR Director:

- Make decisions about current or potential supervisor-subordinate relationships that may fall under this policy in consultation with the Department Director and OMA.

References

ORS 659A.309 (prohibition against discrimination solely because of employment of another family member)

ORS 244.177 – 244-179 (employment and supervision of family members and household members – requirements for public employers)



DRAFT
For MERC
Commission review
9/5/12

Subject Outside Employment
Approved by Martha Bennett, Chief Operating Officer

POLICY

Metro employees shall not accept any outside employment that may create a conflict of interest or prevent them from meeting applicable performance standards.

Applicable to

All Metro employees.

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

Guidelines

1. Metro employees shall not accept any outside employment that may create a conflict of interest or prevent them from meeting applicable performance standards.
2. Employees are welcome to pursue opportunities that do not violate this policy. Therefore, Metro will consider alternate arrangements that may eliminate the conflict of interest or performance concerns and allow the employee to accept the outside employment.

Procedures

1. Outside employment creates a conflict of interest if it:
 - a. Involves use of Metro work time, facilities, equipment or supplies;
 - b. Involves the use of the employee’s influence as an employee of Metro;
 - c. Involves the receipt of money or other benefits for duties performed as a Metro employee;
 - d. Involves competing with Metro in providing a service or product; or
 - e. Involves time demands that interfere with the employee’s availability for scheduled work, including mandatory and prescheduled overtime or other extra work that may be required, or that makes the employee unable to meet the performance expectations for his or her position.
2. Employees are required to notify their supervisors before accepting outside employment that could potentially violate this policy. Employees must also report employment that may give the appearance of impropriety, even if no actual conflict of interest exists.

- a. Employees should provide notice as soon as possible to allow Metro to evaluate the potential conflict and determine whether the employment is permitted under this policy.
 - i. The employee should advise Metro if he or she is subject to a deadline for responding to an offer of outside employment.
 - ii. Metro will make an effort to respond within the requested timeframe; however, it may not be feasible to do so in every circumstance.
 - b. Supervisors must consult with the Human Resources Department before disciplining an employee under this policy or discouraging the employee from accepting the proposed employment.
3. If Metro determines that a potential conflict of interest exists, Metro will consider whether there are feasible alternate arrangements that will eliminate the conflict and allow the employee to accept the outside employment.
 4. Metro has sole discretion to determine whether a potential conflict of interest exists and whether alternate arrangements are feasible to eliminate the conflict. If Metro determines that a conflict exists, Metro will communicate its determination and reasoning to the employee in writing.
 5. If Metro determines that a potential conflict of interest exists, the employee must follow management directives to eliminate the conflict.
 6. An employee who is found to have violated this policy will be subject to discipline up to and including termination. Performance concerns will be managed according to regular policies and procedures.

Responsibilities

Employees:

- Notify your supervisor before accepting or continuing employment that may fall under this policy.

Supervisors and Managers:

- Clearly communicate expectations for scheduling availability and job performance to employees.
- Consult with the Human Resources Department about any potential violations of this policy.

Human Resources Department:

- Evaluate potential conflicts of interest in consultation with Office of Metro Attorney.
- Investigate options for eliminating potential conflicts of interest or performance concerns and advise supervisors, managers, and employees accordingly.



Metro | *Policies and procedures*

DRAFT
For MERC
Commission review
9/5/12

Subject: Probation
Approved by: Martha Bennett, Chief Operating Officer

POLICY

Upon initial hire, promotion, transfer or demotion to a budgeted regular or limited duration position, all employees must successfully complete a probationary period to demonstrate fitness for the position.

Applicable to

All employees occupying regular and limited duration positions.

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

Definitions

Limited duration position: A budgeted full-time or part-time position approved by the Chief Operating Officer (COO) or MERC Commission for a predetermined amount of time in order to meet a specific need.

Probation: A continuation of the screening process during which an employee is required to demonstrate fitness for the position to which the employee is appointed or promoted.

Probationary employee: An employee serving any period of probation.

Promotion: The movement of an employee from a position in one classification to a different position in a classification with a higher maximum salary rate.

Reclassification: A change in the classification of a position based on the duties currently assigned to an existing position or to be assigned for a vacant position. A position may be reclassified to a classification with a higher, lower, or equivalent rate of pay. If the position is filled, the incumbent employee is reclassified along with the position. A reclassification differs from a promotion, demotion or transfer in that the employee does not move to a different position; rather, the position is changed to a different classification.

Regular status employee: An employee who has successfully completed the initial probationary period and occupies a regular full-time or regular part-time position.

Regular position: A budgeted full-time or part-time position approved by the Metro COO or MERC Commission for an ongoing, indefinite time period.

Guidelines

1. Upon initial hire, promotion, or lateral transfer to a regular or limited duration position, all employees must successfully complete a probationary period to demonstrate fitness for the position. The probationary period is typically six months, except as noted below or established by a collective bargaining agreement.
2. The probationary period provides the supervisor an opportunity to observe the employee's work; to train, instruct and aid the employee in adjustment to the position; and to reject any employee who does not meet the position's conduct and performance standards.
3. Successful completion of any probationary period is for Metro's internal screening process only and does not confer any form of tenure or other expectation of continued employment.
4. Upon successful completion of initial or promotional probation, non-represented employees will receive up to a 4% salary increase unless alternative arrangements have been made at the time of hire or promotion. Represented employees' pay is determined by collective bargaining agreement.

Procedures

1. Metro's standard probationary period is six months.
 - a. The probationary period for a part-time employee must include a minimum of 400 hours, which may require a longer probationary period.
 - b. If an employee is absent from work for a total of 10 or more days during probation, the probationary period will be extended by the number of days the employee was absent.
 - c. With the approval of the Department Director and Human Resources (HR) Director, a supervisor may extend an employee's probation. The supervisor must provide the employee a written explanation of the reasons for the extension, with a copy to the HR Department.
2. During initial probation, employees will accrue sick leave but will not accrue vacation time or personal holidays. After completing probation, employees will receive a bank of vacation time and personal holidays equivalent to what they would have earned during probation.
 - a. Supervisors have discretion to grant probationary employees brief periods of leave without pay for illness for which the employee has insufficient accrued sick leave, for bereavement, or for any other appropriate purpose, subject to the department's operational needs.
 - b. Employees on probation after promotion, demotion or transfer may use any type of accrued time off subject to regular approval procedures.

- c. Probationary employees may be entitled to additional types of leave as required by law.
- 3. Supervisors must evaluate employees' work performance and conduct at least twice during probation, once at or near the midpoint of the probationary period and again before the end of probation. Supervisors are encouraged to provide regular feedback in addition to formal performance evaluations.
 - a. If it is feasible and appropriate to do so, supervisors should notify the employee as soon as possible after conduct or performance problems arise to give the employee an opportunity to correct the problem.
 - b. Supervisors must submit performance evaluations to the Department Director and HR Department for review. Supervisors must consult with the Department Director and HR Director before terminating a probationary employee.
 - c. Before the conclusion of the probationary period, the supervisor must recommend whether the employee should be given regular status or terminated.
 - i. The supervisor's recommendation is subject to the Department Director's approval.
 - ii. If an employee does not pass probation, the supervisor must provide a written explanation to the employee with a copy to the HR Department.
- 4. **Initial hire:** All employees hired into a regular or limited duration position must complete a probationary period of six consecutive months of service.
 - a. Employees serving the initial six-month probationary period may be terminated without cause, with or without prior notice.
 - b. Successful completion of probation does not confer any form of tenure or a guarantee of continued employment. Non-represented employees are employed on an "at will" basis and can be terminated with or without cause in accordance with Metro's policies related to layoff and termination.
- 5. **Application for promotion, demotion or transfer:** Employees are permitted to apply for other positions at Metro while on initial probation but will be required to serve an additional probationary period upon beginning a new position.
- 6. **Promotions, demotions, and transfers:** Employees who are promoted, transferred, or voluntarily or involuntarily demoted and have completed initial probation at Metro must serve a three-month probationary period in the new position. Employees who have not completed initial probation must serve a complete six-month probationary period in the new position.
 - a. With the approval of the HR Director, the Department Director may reduce or waive this requirement if the employee has already completed initial probation and has previously demonstrated excellent performance in a position with the same or similar duties.
 - b. Employees who are unable to perform to the standards of the new position may be terminated. An employee in this situation is not entitled to reinstatement to

the previous position but may apply for any suitable vacancy through the recruitment process.

- c. Upon successful completion of initial or promotional probation, non-represented employees will receive up to a 4% salary increase unless alternative arrangements have been made at the time of hire or promotion. There is no post-probationary pay increase for transfers and demotions.

7. **Reclassifications:** Employees whose positions are reclassified are not required to serve an additional probationary period and therefore do not receive a post-probationary pay increase.

Responsibilities

Employees:

- Become familiar with the performance expectations for your position and do your best to meet them. Ask your supervisor for guidance if you are having difficulty.

Supervisors:

- Provide instruction and feedback to help employees meet performance expectations. Notify the employee as soon as possible after conduct or performance problems arise.
- Conduct performance evaluations at the midpoint and before the end of the employee's probationary period and provide copies to the employee, Department Director, and HR Department.
- Consult with the Department Director and HR Department if an employee is not meeting the standards necessary to pass probation.
- Provide a written explanation to the employee and the HR Department if an employee does not pass probation or if probation is extended.

Department Directors:

- Consult with the supervisor and HR Department on decisions about employees' probationary status.

HR Department:

- Consult with the supervisor and HR Department on decisions about employees' probationary status.
- Make appropriate adjustments to the employee's status in the applicable HR systems.