

 Metro | *Policies and procedures*

**Subject** Employee Conduct  
**Section** Human Resources  
**Approved by** MERC Commission

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**EXCERPT FROM MERC PERSONNEL POLICIES (2007)**

*Policy is under review. Numbering has been changed from original manual; content is from former Section 12, MERC Personnel Policies (2007).*

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**EMPLOYEE CONDUCT**

**1. General – Employee Responsibilities**

*REPLACED - See Conduct Expectations policy (Jan. 2016)  
See also Outside Employment policy (Dec. 2012)*

**2. Political Activity**

*REPLACED - See Conduct Expectations policy (Jan. 2016)*

**3. Employee Whistle Blowing**

*REPLACED - See Whistleblowing policy (Oct. 2013)*

**4. Abandonment of Position**

*REPLACED - See Conduct Expectations policy (Jan. 2016)*

**5. Appearance and Conduct**

*REPLACED - See Conduct Expectations policy (Jan. 2016)*

**6. Attendance**

*REPLACED - See Conduct Expectations policy (Jan. 2016)*

**7. Smoking**

*REPLACED - See Smoking policy (Jan. 2016)*

**8. Discrimination and Harassment**

***REPLACED - See Discrimination and Harassment policy (Nov. 2011)***

**9. Drug/Alcohol Abuse Policy**

***REPLACED - See Drug and Alcohol Use policy (Jan. 2016)***

**10. Ethics Policy**

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

**11. Travel Policy**

***REPLACED - See Travel policy (May 2016)***

**12. Confidentiality**

***REPLACED - See Conduct Expectations policy (Jan. 2016)***

**13. Personal Use of Electronic Office Equipment and Network Access Policy**

***REPLACED - See Information Technology: Acceptable Use policy (Oct. 2013)***

**14. Workplace Violence**

***REPLACED - See Violence-Free Workplace and Restriction of Weapons policy (Jan. 2016)***

**15. Restriction of Weapons**

***REPLACED - See Violence-Free Workplace and Restriction of Weapons policy (Jan. 2016)***

**16. Accepting and Taking Items from Exhibitors**

***REPLACED - See Conduct Expectations policy (Jan. 2016)***

**17. Inclement Weather**

- a. All employees are to assume that all buildings are open as normally scheduled unless they are told otherwise by their Facility Director.
- b. Employees not scheduled to work or scheduled to be on approved leave during any facility closure due to inclement weather will be compensated consistent with the work schedule or approved leave and shall record their time according to the applicable leave policy.
- c. In the event that a Facility Director or designee determines that inclement weather conditions justify shortening the workday for facility employees, the modified hours will be treated as the full workday for employees who report to work. Any employee who is unable to report to work may take the time as unpaid leave or may charge the absence to any accrued leave balance, except sick leave, but shall not be credited with paid time for the modified schedule. Non-exempt employees who require additional travel time may take the time as unpaid leave or may charged the additional time to any accrued leave balance, except sick leave.

Employees unable to work the full modified schedule shall follow applicable procedures for notifying a supervisor of the absence.

- d. If a facility is closed due to inclement weather, employees who are scheduled to work will be paid for their normal work hours. If the inclement weather day was a previously scheduled vacation day, personal day or day off, it will be treated as such.

## **18. Drivers' Licenses**

***REPLACED - See Driving and Vehicle Use policy (Jan. 2016)***