

POLICY – PEACETIME EMERGENCY POLICY

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Dept. Responsible: Regional Administrator	Effective Date: 3/25/2020
Special Note: This policy supersedes certain categories of Council policies and procedures during a peacetime emergency	Last Revision Date:
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Revision No.	

I. Policy

When the Governor declares a peacetime emergency under Minnesota Statutes section 12.31, subdivision 2, the Council must adapt its functions and organize the work of its staff to address the emergency in a timely manner. In consultation with the Chair, the Regional Administrator may to the extent permitted by law, suspend Council policies and procedures relating to Employees in the Workplace, Customer Relations & Outreach, and Finance & Asset Management to respond to the peacetime emergency, conforming to laws, rules, and collective bargaining agreements to the extent practicable. The Regional Administrator in consultation with the Chair has implemented, and will continue to implement, measures that the Regional Administrator determines reasonably necessary to respond to the peacetime emergency.

These measures include but are not limited to:

- Providing paid leave to employees who must be absent from work for reasons related to the peacetime emergency including to care for family members;
- Suspending any waiting periods for insurance eligibility for new employees;
- Determining employee work schedules and hours of work; notice periods for changes in work schedules, work hours, or work locations; limitations on supervisor rescission of vacation approval; seniority requirements for filling vacancies, reassignment, or distribution of overtime or on-call work; restrictions on appointment, assignment or reassignment; and notice requirements for seasonal layoff and recall;
- Transferring employees or functions within the Council and between job classifications;
- Suspending hiring policies and procedures; and
- Suspending or modifying certain Customer Relations & Outreach as well as Finance & Asset Management policies and procedures.

II. Purpose of policy

This policy acknowledges the Regional Administrator's authority to flexibly address a peacetime emergency, ensure that the Council can continue to provide essential services safely and effectively, and help ensure the health and safety of Council employees.

The provisions of this policy apply to all employees.



III. Background and reasons for policy

The Governor has the authority to declare a peacetime emergency under Minnesota Statutes section 12.31, subdivision 2. A peacetime emergency places burdens on Council employees. It also places special responsibilities on Council employees. During a peacetime emergency, it is incumbent upon Council employees to work as safely and effectively as possible to maintain Council operations, to secure the health and safety of people in the Metropolitan area.

To protect the health and safety of people in the Metropolitan area and minimize the impact of a peacetime emergency on Council operations, the Council requires the flexibility to hire staff, schedule, assign, and reassign employees without adherence to existing Council policies and procedures that present barriers to the need of the Council to efficiently and effectively mobilize and deploy its workforce during a peacetime emergency.

Minnesota Statutes section 473.129, subdivision 2, gives the Council authority to “prescribe all terms and conditions for the employment of its employees.” Section 473.125 requires the Regional Administrator to “organize the work of the council staff.”

IV. Implementation/Accountability

Accountability:

- A. The Regional Administrator is the principal administrative officer of the Council. Minnesota Statutes section 473.125. Additionally, the Regional Administrator shall organize the work of Council staff. The Regional Administrator or designee has the responsibility and authority for all matters of inherent managerial policy and procedure not explicitly addressed in these policies.
- B. The Regional Administrator or designee, in consultation with the Chair, as appropriate, is responsible for administering these policies, establishing procedures to implement the policies, and ensuring the procedures are necessary and consistent with these policies.
- C. The Regional Administrator or designee is responsible for all employee safety and health issues, as well as for employment actions related to appointment, discipline and discharge of all Council employees other than Metropolitan Transit Police personnel whose appointment, discipline, and discharge are the responsibility of the Metropolitan Transit Police Chief pursuant to Minnesota Statutes section 473.407, subdivision 4. All employment actions must be made in accordance with applicable Metropolitan Council policies and administrative procedures, as well as applicable laws and regulations.

Related policies and implementing procedures include:

- Policies and procedures relating to Employees in the Workplace
- Policies and procedures relating to Customer Relations & Outreach
- Policies and Procedures relating to Finance & Asset Management

Revision/Review Tracking

Date	Revision No.	Review Only – No changes