

CITY OF MERIDIAN STANDARD OPERATING POLICY AND PROCEDURE MANUAL OVERVIEW

The following is the City of Meridian's Standard Operating Policy/Procedures (SOP) Manual that outlines the Human Resources policies and procedures for the City. This SOP Manual is provided as a guideline to employees and supervisors as they perform the duties and responsibilities assigned to their respective positions.

These policies and procedures are specific to employment and related matters. Additional policies may exist within individual departments relating to the specific operations and responsibilities of employees within them. Employees and supervisors should become familiar with and abide by the guidelines of those additional policies and procedures in addition to those contained within this Manual. Should department policies conflict with or contradict the policies or procedures contained within this Manual (other than a recognized collective labor agreement), employees shall refer to this Manual as the primary guidelines on such matters.

We have done our best to correctly explain the City's policies, procedures and benefits in all sections of this manual. However, if anything in this manual disagrees with formal policies, legal documents, collective labor agreement, or law, please contact Human Resources for guidance. The policies contained shall not create a promise, guarantee or contract of any kind between the City and the employee, nor does it guarantee employment for a specific period of time nor does it apply to appointed positions under State Code section 50-204 through 206. This policy and procedure manual is not a contract of employment and should not be interpreted by the employee as such. All employees are considered "at-will" unless otherwise covered by a labor agreement or appointed. Either they or the City may terminate the employment relationship at any time for any reason other than an unlawful, discriminatory reason. These Policies and Procedures apply in general to all personnel who are employed by the City, as well as volunteers, and elected officials. Employees covered by a Collective Labor Agreement shall be covered by any Policy or Procedure in this Manual that are not in conflict with the Collective Labor Agreement or that specific Department Policy. This Policy and Procedure Manual replaces all prior employment policies, procedures, and practices that pre-date this version. No Director or employee shall have the authority to establish policy or allow behavior that directly conflicts with these Policies and Procedures. All Policies and

any financial procedures, with any fiscal impact, must be approved by the City Council to be effective. Procedures that do not have any fiscal impact may be changed by the process contained within this Manual.

Management Rights: The City reserves the right to direct and control the operation of its business including, but not limited to, the management, assignment, scheduling, and direction of the workforce as well as the right to discipline or discharge employees pursuant to the provisions of this policy/procedure manual unless otherwise mandated by a labor agreement.

The City is committed to ensuring an effective and respectful workplace. Violations of these Policies and Procedures are subject to corrective and disciplinary action, up to and including termination as outlined within this manual.