



City of Meridian
Standard Operating Policy
Number 1.1

## Introduction and Employment Overview

### **Purpose:**

To set forth the City's employment-related policies as provided within the City's Standard Operating Policy Manual (SOP Manual).

### **Policy:**

City policies apply in general to all personnel employed by the City, as well as volunteers and elected officials. The SOP Manual sets forth, in one manual, employment-related information that each City employee is expected to know regarding employment policies and related information. Any questions regarding City policies should be directed to the Human Resources Director, or designee.

Nothing in the SOP Manual, or any other document received by an employee during employment, shall create a promise, representation, or contract of continued employment. These policies are presented as a matter of information only and are not binding employment conditions or an employment contract.

The City reserves the right to revise, modify, delete, or add to any and all of its policies at any time. The City shall make all available efforts to inform employees of any changes to City policies as soon as practical. However, all policies shall take effect on the specified date as approved by the Mayor and City Council, and therefore become binding as to all City employees at that time. No oral statements or representations made to employees should be understood to change or alter the provisions of any and all approved policies.

This policy shall be implemented pursuant to the Procedures for Introduction and Employment Overview Standard Operating Procedures.

### **Authority & Responsibility:**

The Mayor and City Council shall retain the responsibility and authority to, approve new and or updated City of Meridian Policies. Human Resources and Legal, in consultation with the Senior Leadership Team, will develop, review, approve, and implement Council approved policies for the City. As such, the Mayor retains primary authority to establish applicable terms and conditions of employment for all City employees. No supervisor, department director or designee, or any other representative of the City has the authority to enter into any agreement for employment for a specified period of time or make any agreement contrary to the policies contained in the SOP Manual.

### **Related Information:**

City policies apply to all City employees, including represented Fire employees, unless otherwise stated in the current collective labor agreement.



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### **At-Will Employment Status**

**Purpose:**

To set forth the City's policy regarding the at-will employment status applicable to all non-represented City employees. All City employees are considered at-will employees unless otherwise stated in the current collective labor agreement for represented Fire employees.

**Policy:**

All non-represented City employees shall be considered at-will employees. Employment may be terminated at any time and for any or no reason. Nothing in this or any other policy, memo, verbal agreement, etc., shall create a promise, guarantee, or contract of continued employment.

This policy shall be implemented pursuant to the At-Will Employment Status Standard Operating Procedures.

**Authority & Responsibility:**

Human Resources shall be responsible for interpreting this policy.



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Number 1.3

### **Establishment of Citywide Employment-Related Policies**

**Purpose:**

To set forth the City's policy on how citywide employment-related policies are created for inclusion in the Standard Operating Policy Manual (SOP Manual).

**Policy:**

Citywide employment-related policies may be proposed by the Mayor or any department director. Citywide employment-related policies are a statement by the leadership of the City, and ultimately the Mayor and City Council, as to acceptable practice and behavior within the workplace. These policies are specific to employment-related matters. These policies apply in general to all personnel employed by the City, as well as volunteers and elected officials. Represented employees should refer to the current Collective Labor Agreement for complete information regarding policy applicability for Union Members. No supervisor or employee shall have the authority to establish policy or allow behavior that directly conflicts with these policies. Departments may adopt department operational policies with department director approval without needing secondary approval by the Mayor and City Council.

This policy shall be implemented pursuant to the Establishment of Citywide Employment-Related Standard Operating Policies.

**Authority & Responsibility:**

Human Resources shall be responsible for administering proposed policies through the review process.



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### **Establishment of Citywide Employment-Related Procedures**

**Purpose:**

To set forth the City's policy regarding establishing citywide employment-related procedures that support citywide employment-related policies.

**Policy:**

Upon approval of a citywide employment-related policy, the corresponding Standard Operating Procedures shall be established by Human Resources, in consultation with the Senior Leadership Team, to direct and guide employees through the administrative implementation of the policy. Subsequent revision, or other modifications to citywide employment-related procedures shall be initiated by the Human Resources Director or individual department directors, in consultation with the Senior Leadership Team.

This policy shall be implemented pursuant to the Establishment of Citywide Employment-Related Procedures Standard Operating Procedures.

**Authority and Responsibility:**

Human Resources shall be responsible for administering this policy.



City of Meridian
Standard Operating Procedures
Number 1.1

## Introduction and Employment Overview

### **Purpose:**

To set forth the City's procedures relating to City employment-related policies as provided within the City's Standard Operating Procedures Manual (SOPR Manual).

### **Procedures and Related Information:**

#### **I. Public Employment Overview**

The City of Meridian is a political subdivision of the State of Idaho, though it is not a part of state government. The Mayor and City Council serve as the governing body for the City, carrying out local legislative duties and fulfilling other obligations as required.

The Mayor and City Council are ultimately responsible to the residents of the City of Meridian. Only the Mayor and City Council have authority to establish policies, in consultation with the Senior Leadership Team, for City employees. Each employee should recognize that although he/she may report to an elected or appointed official, he/she remains an employee of the City of Meridian, not of the official who supervises his/her work.

The Human Resources Director shall have authority and responsibility to oversee developing and revising supporting procedures to City employment-related policies, in consultation with the Mayor and City Council, Senior Leadership Team or others as deemed necessary.

#### **II. Employee Responsibility**

The SOPR Manual is published on the City Intranet and available to each employee. Human Resources will make every effort to notify employees of changes/updates to procedures. However, it is the ultimate responsibility of each employee to stay abreast of such changes. All employees are expected to understand and abide by all procedures as set forth herein.

#### **III. Effective Date**

Procedures shall become effective on the date approved by the Human Resources Director in consultation with the Senior Leadership Team. The Human Resources Director or any individual department director may initiate developing or revising an employee-related procedure, in consultation with the Senior Leadership Team. At any time that an individual procedure is developed, revised, or otherwise modified, said procedure shall become effective the date approved. The Human Resources Director may delegate approval authority for Finance and IT procedures to the respective department directors.

#### **IV. Applicability to Collective Labor Agreement**

Represented Fire employees governed by the collective labor agreement are also expected to follow the procedures as set forth within the City's SOPR Manual. Should a procedure of the current collective labor agreement conflict with the procedures set forth within the SOPR

Manual, at any time, the procedure of the collective labor agreement shall apply to represented employees.



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## **At-Will Employment Status**

### **Purpose:**

To set forth the City's procedures regarding the at-will employment status applicable to all non-represented City employees.

### **Procedures and Related Information:**

- I. All City employees are at-will employees unless otherwise stated in the current collective labor agreement for represented Fire employees.
- II. Nothing in this procedure or any other City Standard Operating Procedure, individually or collectively, alters the at-will employment relationship, which means the employee may voluntarily terminate employment with the City for any reason at any time.
- III. Similarly, the City may terminate the employee's employment anytime for any or no reason.
- IV. This procedure does not apply to appointed positions under State Code section 50-204-206.



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## **Procedures for Establishment of Citywide Employment-Related Policies**

### **Purpose:**

To set forth the City's procedures for creating citywide employment-related policies.

### **Procedures and Related Information:**

- I. The Mayor or department directors shall provide Human Resources proposed citywide employment-related policies for initial review, including proposals to repeal or amend current policies.
- II. Human Resources may consult with Legal on such policies if appropriate.
- III. Human Resources shall present the proposed policy to the Senior Leadership Team for discussion and review.
- IV. Once finalized, Human Resources will present the proposed policy at a meeting of the City Council for discussion and direction.
- V. If directed by the City Council, Human Resources shall present the final version of the policy at a subsequent City Council meeting for approval with a resolution for adoption.
- VI. Once adopted Human Resources shall incorporate the policy into the SOPR Manual. Citywide employment-related policies shall be applicable to all City employees, unless otherwise set forth in the current collective labor agreement for represented Fire employees.
- VII. Human Resources will provide notice of the policy changes through the most appropriate method to reach applicable employees.





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### **Establishment of Citywide Procedures**

**Purpose:**

To set forth the City's procedures for creating citywide employment-related procedures.

**Procedures and Related Information:**

- I. When department directors provide Human Resources proposed citywide employee-related policies for initial review, including proposals to repeal or amend current policies, they shall also present the corresponding proposed citywide employee-related procedures.
- II. The Human Resources Director may initiate changes to existing employment-related procedures, or individual department directors may initiate proposed changes to existing employment-related procedures by submitting documentation to the Human Resources Director.
- III. Human Resources may consult with Legal on such proposed procedures if appropriate.
- IV. Human Resources may present the proposed procedures to the Senior Leadership Team for discussion and review.
- V. Human Resources shall finalize proposed and/or modified citywide employee-related procedures. The Human Resources Director may delegate authority to finalize department related procedures to the respective department directors. In that situation the respective department director will submit to Human Resources the final procedures.
- VI. Human Resources shall incorporate the procedure, and any modifications thereto, into the SOPR Manual which is available to all employees on the City Intranet.
- VII. Citywide employee-related procedures shall be applicable to all City employees, unless otherwise set forth in the current collective labor agreement for represented Fire employees.
- VIII. Human Resources may provide notice of the policy changes through email and/or the SOP Manual on the City Intranet.