



City of Meridian
Standard Operating Policy
Number 2.1

## **Equal Employment Opportunity**

### **Purpose:**

To set forth the City's policy regarding its commitment to support Equal Employment Opportunity for all employees and applicants, and ensure an environment free from unlawful discrimination.

### **Policy:**

It is the City's policy to encourage and support Equal Employment Opportunity for all employees and applicants for employment without regard to the individual's protected class status which includes race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history). veteran or current, past or future military status, or any other applicable legally protected status.

Employment decisions will be evaluated on the basis of an individual's job-related competencies and criteria, including (but not limited to) knowledge, skills, abilities, job performance (past or current), job experience, and other bona fide occupational qualifications and job-related criteria.

### **Authority & Responsibility:**

The Human Resources Director or designee is responsible for developing and monitoring equal employment opportunity programs and activities. Supervisory personnel and employees at all levels in the organization must share in the responsibility for promoting equal employment opportunity to ensure that compliance is achieved and that discrimination of any kind does not occur.



City of Meridian
Standard Operating Policy
Number 2.2

## **Affirmative Action**

### **Purpose:**

To set forth the City's policy regarding Affirmative Action requirements and the City's compliance with all guidelines and regulations as set forth by related federal regulations.

### **Policy:**

The City has been designated as an Affirmative Action employer. Affirmative Action requirements of the federal government are designed to enhance employment opportunities for females and ethnic minorities, people with disabilities, and disabled veterans and veterans of the Vietnam era. As such, the City's Affirmative Action programs provide for fuller utilization and development of all human resources. The City's Affirmative Action Plan will cover all employees and applicants for employment.

The City has established a written Affirmative Action Plan (AAP) prepared in conformance with Executive Order 11246, the Rehabilitation Act of 1973, and the Vietnam Era Veteran's Readjustment Assistance Act of 1974, and the implementation of regulations as provided by the Office of Federal Contract Compliance Programs (OFCCP). This written program will be updated on an annual basis, identifying areas of underutilization and establishing goals for the City to work towards.

This policy shall be implemented pursuant to the Affirmative Action Standard Operating Procedures.

### **Authority & Responsibility:**

Human Resources shall be charged with establishing and maintaining an up-to-date Affirmative Action Plan, identifying areas of underutilization and employment objectives for the City. Department Directors or designees and supervisors are expected to comply with all elements of the AAP and to support its goals and objectives in all employment activities.



City of Meridian
Standard Operating Policy
Number 2.3

## **Unlawful Workplace Discrimination, Harassment, and Retaliation**

### **Purpose:**

To set forth the City's policy against unlawful workplace discrimination, harassment, and retaliation in the workplace.

### **Policy:**

It is the City's policy to foster and maintain a work environment that is free from unlawful workplace discrimination, harassment, retaliation, intimidation, hostility, or other offenses, which might interfere with work performance. All employees, regardless of their status of employment, have a right to work in an environment free from unlawful discrimination, harassment, retaliation, intimidation, or ridicule, based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history). veteran or current, past or future military status, or any other applicable legally protected status. The City will not tolerate unlawful harassment, discrimination, or retaliation of any kind in its employees' day to day communication with co-workers or members of the public. Employees are expected to show respect for each other and the public at all times. The City strictly prohibits unlawful discrimination, harassment or retaliation as defined herein.

This policy shall be implemented pursuant to the Unlawful Workplace Discrimination, Harassment, and Retaliation Standard Operating Procedures.

### **Authority & Responsibility:**

Human Resources shall be responsible for interpretation and administration of this policy.



City of Meridian
Standard Operating Policy
Number 2.4

**American's with Disabilities Act  
Section 504 – Rehabilitation Act of 1974**

**Purpose:**

To set forth the City's policy to comply with the American's with Disabilities Act (ADA) for general employment and with Section 504 of the Rehabilitation Act of 1974 for Affirmative Action.

**Policy:**

The City shall provide fair and equitable employment opportunities and shall follow legal employment practices compliant with the American's with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1974. The City prohibits unlawful discrimination in employment based on an employee's or applicant's physical or mental condition as outlined within the regulations. Reasonable accommodation shall be considered upon request for all applicants and employees provided it does not create an undue hardship for the City.

This policy shall be implemented pursuant to the American's with Disabilities Act Standard Operating Procedures.

**Authority & Responsibility:**

Human Resources shall be responsible for interpretation and administration of this policy.



City of Meridian
Standard Operating Policy
Number 2.5

### **Immigration Control Act**

**Purpose:**

To set forth the City's policy on pre-employment documentation (Form I-9) as required by the Immigration Reform and Control Act of 1986 (IRCA).

**Policy:**

The City is committed to ensuring compliance with federal law by hiring only citizens and aliens lawfully authorized to be employed in the United States. Any person wishing to work for the City of Meridian, regardless of the nature of the job or the number of hours or months employed, will be required to show proof of identification and legal authorization to work. Identification must be provided as outlined within Form I-9 (Employment Eligibility Verification).

This policy shall be implemented pursuant to the Immigration Control Act Standard Operating Procedures.

**Authority & Responsibility:**

Human Resources shall ensure that pre-employment documentation requirements comply with the Immigration Reform and Control Act of 1986 (IRCA).



City of Meridian
Standard Operating Policy
Number 2.6

## Employment References

### **Purpose:**

To set forth the City's policy regarding requests for employment references for current and former employees, as well as the City's requests for information on current or potential employees.

### **Policy:**

Human Resources shall obtain all references required by the City for employment of applicants, with the exception of references or background investigations conducted by the police department for law enforcement personnel. City employees are not authorized to directly contact outside agencies, organizations, former employers, or anyone else, unless directed by the Human Resources Director or designee.

This policy shall be implemented pursuant to the Employment References Standard Operating Procedures.

### **Authority & Responsibility:**

Only the Human Resources Department is authorized to release or refer employment references on current or former employees to the department director or designee, outside agencies, or employers. Requests for references received directly by any City personnel should be referred to the Human Resources Director or designee.

Employment references for law enforcement personnel requested by other law enforcement agencies will be handled through the Police Chief or designee, with copies of all records forwarded to Human Resources for filing.



City of Meridian
Standard Operating Policy
Number 2.7

### **Staffing, Selection, Promotion, Transfer**

**Purpose:**

To set forth the City's policy on staffing, selection, promotion, and transfer as it applies to City employees and applicants.

**Policy:**

It shall be the policy of the City to staff and select the most qualified persons for employment, promotion, and transfer. Staffing and selection shall be conducted in a manner intended to ensure fair and open competition, provide equal employment opportunity, and prohibit unlawful discrimination or favoritism based on protected class status.

This policy shall be implemented pursuant to the Staffing, Selection, Promotion, and Transfer Standard Operating Procedures.

**Authority & Responsibility:**

Human Resources shall oversee the administration of this policy to ensure compliance with state and federal law.



City of Meridian
Standard Operating Policy
Number 2.7.1

## **Criminal Background Checks**

### **Purpose:**

To set forth the City's policy on conducting criminal background checks for positions that may come in contact with sensitive information, City assets and equipment, contact with the public, and others as specified within this policy.

### **Policy:**

To evaluate the fitness of applicants for employment or continued employment, as required by state and federal law, the City may require pre-employment or post-employment criminal background checks be conducted for individuals in positions that:

1. Require access to secure or confidential areas or information;
2. Require access to personnel records;
3. Require supervision over children;
4. Require work on or around police vehicles, equipment, and/or firearms;
5. May require access to property, homes, and/or businesses;
6. Require handling of financial accounts or transactions;
7. Require use of City vehicles or equipment;
8. Require work on or around fire vehicles and equipment and/or providing patient care; or
9. Otherwise creates an employment situation that appears to necessitate a criminal background check.

This policy shall be implemented pursuant to the Criminal Background Checks Standard Operating Procedures.

### **Authority & Responsibility:**

Human Recourses shall be responsible for interpreting this policy.

Except for law enforcement personnel supervised by the Chief of Police, the Human Resources Director or designee, is authorized to perform, request, and receive criminal background history from City's designated service provider for any applicant offered employment which may include transfer and promotions with the City of Meridian for those types of positions herein specified.

Dissemination or other use of criminal history information is prohibited.





City of Meridian
Standard Operating Policy
Number 2.8

### **Introductory Period of Employment**

**Purpose:**

To set forth the City's policy regarding the employment status, responsibilities and expectations for new employees during the Introductory Period of Employment.

**Policy:**

The City of Meridian is an at-will employer. Each new employee hired, whether full-time or part-time, shall serve an introductory period of employment for six (6) months, or one (1) year for Sworn Police or Fire personnel. Employees may be terminated at any time with or without cause during the Introductory Period of Employment or anytime thereafter.

This policy shall be implemented pursuant to the Introductory Period of Employment Standard Operating Procedures. This policy shall apply to represented Fire personnel unless otherwise stated in the current collective labor agreement.

**Authority & Responsibility:**

Human Resources shall responsible for administering this policy.



City of Meridian
Standard Operating Policy
Number 2.9

### **Trial Service Period for Promotions or Transfers**

**Purpose:** To set forth the City's policy regarding the Trial Service Period for Promotions or Transfers of current employees.

**Policy:**

The City supports growth and development of its employees. Promotions and transfers provide current employees an opportunity to learn and grow with the City. Each employee shall serve a Trial Service period of no less than six (6) months upon transfer or promotion.

This policy shall be implemented pursuant to the Trial Service Period for Promotions or Transfer Standard Operating Procedures.

**Authority & Responsibility:**

Human Resources shall be responsible for administering this policy. Supervisors are expected to set clear expectations for employees, and to work with them closely during the Trial Service Period to ensure proper learning and training take place. Supervisors are also expected to provide appropriate feedback and learning opportunities so as to appropriately train these employees and assess their ability to perform related job duties.



City of Meridian
Standard Operating Policy
Number 2.10

## Remote Work

### **Purpose:**

To set forth the City's policy regarding remote work as an alternative to an employee's designated work location.

### **Policy:**

The City considers remote work to be a viable, flexible work option when both the employee and the job are suited to such an arrangement and it meets the needs of the City. Remote work is the concept of working from home or another location. Remote work can be informal, such as working from home for a short-term project or a formal set schedule of working away from the office. Remote work is an alternative method of working that, when implemented, does not alter the work expectations of the employee or diminish the services offered by the City.

The City may allow remote work for designated positions to create the opportunity for remote work location to meet City needs without compromising productivity, quality, customer service, etc, while promoting employee workplace flexibility. Employees may request a remote work arrangement if their position has been identified by the City as being eligible. The City has the right to refuse to make remote work available to an employee and to terminate a remote work arrangement at any time.

### **Authority & Responsibility:**

Department Directors or designee shall be responsible to ensure the appropriate administration of this policy in consultation with Human Resources and Information Technology.



City of Meridian
Standard Operating Procedure
Number 2.1

## Equal Employment Opportunity

### Purpose:

To set forth the City's procedures for implementing the City of Meridian's Equal Employment Opportunity Standard Operating Policy.

### Procedures and Related Information:

- I. Commitment to Equal Employment Opportunity  
Equal employment opportunity is among the highest priorities for the City of Meridian. The City is committed to demonstrating with continued good faith efforts and practices in support of equal employment opportunity and affirmative action (see related information in SOPR 2.2).
- II. Compliance With All State and Federal Guidelines  
The City of Meridian supports the principle of equal employment opportunity. These procedures communicate to all employees and applicants that the City complies with state and federal guidelines and requirements. Equal employment opportunity affects all employment practices at the City, including, but not limited to staffing, hiring, transfer, promotion, training, compensation, benefits, termination of employment, and all other privileges and conditions of employment.
- III. Reasonable Accommodation  
At the request of an employee or applicant, the City will make every effort to provide reasonable accommodation for physical/mental disability, military activity, religious beliefs, and related needs, provided it does not create an undue hardship upon the City. Employees and applicants must directly notify the Human Resources Director or designee of such requests (see related information in SOPR 2.4).
- IV. Equal Employment Opportunity Objectives  
All personnel policies, procedures, programs, and practices will be directed towards the goal of promoting equal employment opportunity and a work environment free of unlawful discrimination. It is therefore the City's objective to:
  - A. Staff, hire, train, and promote/transfer persons in all job titles, without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history), veteran, or current, past or future military status, or any other applicable legally protected status, except where such status is a bona fide occupational qualification.

- B. Make employment decisions in a manner which will further the principles of equal employment opportunity and affirmative action.
- C. As opportunities for transfer, advancement, or promotion occur, including promotions into and within management, periodic performance reviews and analysis of personnel records will be made to ensure that all employees continue to receive equal consideration. Only valid requirements are imposed for these opportunities.
- D. Human Resources will provide oversight and assistance with employment actions to ensure compliance with equal opportunity employment practices and requirements.
- E. Department directors or designees, hiring managers, and employees participating in the selection process who have questions regarding equal treatment should consult with Human Resources prior to making employment decisions.

#### V. Complaint Procedure

Any employee or applicant who believes that he or she has not been afforded treatment conforming to the policy of equal employment opportunity may file a complaint through the Human Resources Department, Compliance Line, or the Mayor's office. Any employee who feels he or she has been discriminated against or who perceives another employee is being subject to unlawful discrimination should promptly take the following steps:

- A. Report the matter to his/her immediate supervisor and department director. If circumstances prohibit this response (e.g., the supervisor is involved in the conduct), report the behavior to the department director, Human Resource Director, Compliance Line, Mayor, or any other member of management with whom the employee feels comfortable.
- B. Reports may be given orally or in writing, and should include specific details of the discriminating behavior. It is helpful if details of dates, times, places, and witnesses, if any of the discrimination can be provided.
- C. Recipients of any oral or written complaint shall immediately contact the Human Resources Director, or designee, providing all related information and documentation received from the employee. Confidentiality is of the strictest importance and must be adhered to throughout the reporting process.
- D. If it is believed that inadequate action is being taken to resolve the complaint, employees may report such inadequacy directly to the Mayor.
- E. The Human Resources Director or designee shall investigate the complaint in a timely manner. The Human Resources Director in consultation with the City Attorney may choose to use a third-party investigator in certain instances, if appropriate.
- F. The Human Resources Director or designee shall review the results of the investigation and recommend in consultation with the City Attorney any appropriate disciplinary action, if deemed necessary. The complainant will be advised when the investigation is

complete.

VI. Confidentiality

All complaints will be investigated promptly. The identity of the employee making the complaint, as well as the identity of the individual accused of discrimination, will be kept as confidential as possible. The matter will be discussed only with those who have a need to know and only in as much detail as is needed throughout the course of the investigation.

VII. Statement of Non-Retaliation

No one, including but not limited to, the department director or designee, supervisor, or any other employee is to retaliate against an employee who makes an oral or written complaint of discrimination, regardless of the outcome of the investigation process. All incidents of retaliatory conduct experienced or witnessed must be reported orally or in writing to the Human Resources Director, or designee, the Compliance Line, or the Mayor immediately.



City of Meridian
Standard Operating Procedures
Number 2.2

### **Affirmative Action**

#### **Purpose:**

To set forth the City's procedures regarding Affirmative Action requirements and the Affirmative Action Plan (AAP) to ensure the City's compliance with all guidelines and regulations as set forth by related federal guidelines.

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

- I. The Human Resources Director or designee will meet periodically with department directors or designees to discuss progress in the City's AAP goals and ways to better meet those goals. In addition, the Human Resources Director or designee will meet with specific department directors and other supervisors as needed to discuss critical areas of identified underutilization or other problems identified within the AAP.
- II. The AAP shall be updated bi-annually by the Human Resources Director or designee, based on current information relating to City employees, state demographics, and other related information. A copy of the most current AAP shall be found in the Human Resources Department and made available upon request.
- III. The AAP shall serve as documentation of the City's ongoing commitment to equal opportunity in employment. Affirmative Action and equal employment opportunity affects all employment practices within the City, including (but not limited to) staffing, hiring, transfers, promotions, training, compensation, benefits, and all other privileges and conditions of employment.



City of Meridian
Standard Operating Procedure
Number 2.3

## Unlawful Workplace Discrimination, Harassment and Retaliation

### Purpose:

To set forth the City's procedures against unlawful workplace discrimination, harassment, and retaliation.

### Procedures and Related Information:

#### I. Definitions

The following defined terms are applicable in this section:

- A. **Legally protected class** means a personal characteristic of an employee that is protected by law. This includes gender or gender identity, race, color, age, religion, national origin, physical or mental disability, or current, past, or future military status, sex, sexual orientation, disability, or any other character protected by law.
- B. **Participation in the workplace** includes all aspects of being an employee at the City, including, but not limited to, staffing, job performance, training, development, promotion, demotion, transfer, compensation, benefits, educational assistance, layoff and recall, and termination.

#### II. Workplace Discrimination

Workplace Discrimination is when one or more persons in a legally protected class are treated adversely with respect to their participation in the workplace.

#### III. Workplace Harassment

Workplace harassment is a type of discrimination. Harassment is unwelcome conduct that is directed to one or more persons in a legally protected class that interferes with their participation in the workplace. The offensive conduct must be so severe or recurring such that it creates a work environment that a reasonable person would consider intimidating, hostile or abusive. Petty slights, annoyance, or isolated incidents (unless extremely serious) will not rise to the level of illegality.

#### IV. Workplace Sexual Harassment

Sexual harassment is a specific type of workplace harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment



decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Harassment of a sexual nature can take the form of "quid pro quo" or "hostile environment." Definitions of these forms of harassment are given in the following sub-sections of this policy. Neither form of harassment will be tolerated.

- A. **Quid Pro Quo:** An exchange of something for something.  
When applied to sexual harassment, it means demanding sexual favors in return for employment benefits (e.g., compensation, benefits, special privileges, etc.).
- B. **Hostile Environment:** This form of harassment involves behavior motivated by the target's gender that makes the workplace offensive, hostile, or intimidating, or it unreasonably interferes with an individual's work performance.

Sexual harassment includes sexually harassing others of the same and/or different gender or gender identity.

V. Typical Categories of Sexually Harassing Behavior

Sexual harassment directed toward an employee or applicant generally falls into these categories: (Please note that by providing these examples the City is not stating that any single event listed is per se harassment, rather these examples are illustrative of conduct that can be deemed, in some circumstances, harassing).

- A. Unwanted sexual advances: May include, but are not limited to, unwanted touching, advances, propositions of a sexual nature, or other conduct considered unacceptable by another individual.
- B. Requests for sexual favors during work or as a condition of employment: May include, but are not limited to, pressures or requests for sexual favor accompanied by an implied or stated promise of reward (e.g., preferential treatment, additional favoritism, compensation, benefits). May also include threatening demands concerning one's employment status for refusing to do so.
- C. Verbal or physical conduct of a sexual nature, or based upon a person's gender: Sexually oriented comments considered unacceptable such as those regarding an individual's body, dress, or appearance; telling "dirty" or sexist jokes that are considered offensive by others; use of sexually degrading words; or any sexually-oriented comments, innuendoes, or actions that offend others. Unwanted physical conduct considered unacceptable such as touching, massaging, pinching, patting, and hugging.
- D. Sexually-oriented conduct that unreasonably interferes with work performance: This includes, but is not limited to, extending unwanted sexual attention to someone that

reduces personal productivity or time available to work at assigned tasks, ogling, leering, verbal abuse, and/or sexual flirtations.

- E. Creating a work environment that is intimidating, hostile, or offensive because of unwanted advances, innuendoes, conversations, suggestions, requests, physical contacts, impeding or blocking movement, or inappropriate materials of a pornographic or sexual nature.

#### VI. Hostile Work Environment

A hostile work environment is discrimination or harassment in the workplace in which comments or conduct based on a legally protected class, unreasonably interferes with participation in the workplace. To a reasonable person, the comments or conduct must be so severe or recurring such that it creates an intimidating or offensive work environment. Isolated incidents, petty slights, occasional teasing or impolite behavior are generally not sufficient to create a hostile work environment.

#### VII. Workplace Retaliation

Workplace retaliation is when an employee is punished or negatively treated because the employee engaged in legally protected activity, including initiating a complaint of discrimination or harassment, providing information or assisting in an investigation, or refusing to follow orders that would result in discrimination or harassment.

#### VIII. Employee Responsibility & Reporting

- A. Any employee, who believes that he or she is subject to discrimination, harassment or retaliation, or observes another employee being subject to discrimination, harassment or retaliation must report the incident(s) immediately or as soon as possible after the incident.
- B. Employees are required to report any discrimination, harassment or retaliation, whether directed towards themselves or another employee to his/her immediate supervisor, department director, Human Resources Director, the City Attorney, the Mayor or any other member of management with whom the employee feels comfortable. Employees may also use the City of Meridian Compliance and Ethics Line. Employees should follow the complaint process outlined in SOPR 2.1.
- C. It is recommended that any employee who perceives discrimination, harassment, or retaliation politely, but firmly, confront the offending person. Employees should state how they feel about the other person's actions and request that the person cease from his or her unwanted behavior. If the unwanted behavior continues or if an employee does not feel comfortable confronting the person, he/she must report the matter immediately or as soon as possible.
- D. It is recommended that complaints be filed in writing for documentation purposes; however, each reported case, whether verbal or in writing, will be considered seriously and investigated thoroughly. A failure by an employee to report cases of discrimination, harassment, or retaliation may indicate a welcome relationship or environment.

IX. Policy Enforcement

The City will actively enforce its policy against discrimination, harassment, and retaliation. The policy applies to all conduct on the City's premises by any supervisor, manager, coworker, department director, elected officials, associate, or other member of the public, and to all conduct off the City's premises that affects an employee's work environment. If a violation of the policy has occurred, disciplinary action equal to the scope and severity of the occurrence will be taken against the offending person(s), up to and including termination.

X. Complaint Investigation

All complaints will be investigated promptly. All investigations will be coordinated by the Human Resources Director or designee in consultation with the City Attorney, if deemed necessary. The Human Resources Director or designee will conduct the investigation or seek the approval of the Mayor to hire an outside agency or person to conduct the investigation, depending on the circumstances of the complaint. Any outside agency or person hired to conduct an investigation must report to the Human Resources Director or designee prior to initiating any investigative action. The Human Resources Director, or designee, shall review the results of the investigation and recommend in consultation with the City Attorney any appropriate disciplinary action, if deemed necessary. The complainant will be advised when the investigation is complete. Human Resources will determine on a need-to-know basis if any other individuals are to be notified regarding the investigation.

XI. Confidentiality

All complaints will be investigated promptly. The identity of the employee making the complaint, as well as the identity of the individual accused of discrimination, harassment, or retaliation will be kept as confidential as possible, consistent with a thorough and complete investigation.

XII. Statement of Non-retaliation

Employees may be assured that they will not be penalized in any way for reporting or filing a grievance of any nature. All complaints, which are reported to management, will be investigated promptly.

The City prohibits any form of retaliation against any employee for filing a complaint under this policy or for assisting in a complaint and/or investigation.



City of Meridian
Standard Operating Procedures
Number 2.4

**American's with Disabilities Act  
Section 504 – Rehabilitation Act of 1974**

**Purpose:**

To set forth the City's procedures to comply with the American's with Disabilities Act (ADA) for general employment, and with Section 504 of the Rehabilitation Act of 1974 for Affirmative Action compliance.

**Procedures and Related Information:**

**I. Eligibility**

- A. The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAA) prohibit employers with 15 or more employees from discriminating against individuals with disabilities.

**II. Reasonable Accommodation**

- A. The City will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job, unless:
  - 1. Doing so causes a direct threat to these individuals or others in the workplace, and the threat cannot be eliminated by reasonable accommodation; or
  - 2. The accommodation creates an undue hardship to the City.
- B. Employees should contact their supervisor or Human Resources with any questions or requests for accommodation.

**III. Processing ADA Requests**

- A. All ADA requests for reasonable accommodation received by a supervisor shall be forwarded directly to Human Resources for processing.



City of Meridian
Standard Operating Procedure
Number 2.5

## **Immigration Control Act**

### **Purpose:**

To set forth the City's procedures to comply with the Immigration Reform and Control Act of 1986 (IRCA).

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

- I. Applicants must submit a completed Form I-9 as required by the Immigration Reform and Control Act of 1986 (IRCA). Applicants must provide required forms of identification as listed on the form.
- II. All required documentation must be presented to Human Resources on or before the first day of employment, but no later than 3 business days of the date of hire of the employee (the date of hire means the first day of work for pay).
- III. Any current employee found not to have completed a Form I-9 shall be required to do so immediately upon notification by Human Resources. Human Resources shall conduct periodic audits to ensure that all employees have completed the required documentation.
- IV. Individuals who do not timely submit required I-9 documentation will not be allowed to work for the City.
- V. Intentional falsification of I-9 documentation shall be grounds for immediate termination.
- VI. Any questions should be directed to Human Resources.



City of Meridian
Standard Operating Procedures
Number 2.6

## Employment References

### Purpose:

To set forth the City's procedures regarding requests for employment references for current and former employees, as well as the City's requests for information on current or potential employees.

### Procedures and Related Information:

#### I. Obtaining Employment References

- A. Prior to employment, the Human Resources Director or designee shall obtain appropriate employment references for applicants from former employers or other references as provided within application materials.
- B. Reference information shall be limited to verification of employment dates and position, unless the applicant has completed and signed a written release of employment information and provided it to the Human Resources Department.
- C. The City reserves the right to conduct additional reference checks during employment. Additional checks may also take place should suspicion be raised regarding the validity of applicant or employee information.

#### II. Requests for Employment References

- A. Only the Human Resources Department is authorized to provide or refer employment on current or former employees to department director or designee, outside agencies, employers, or organizations.
- B. All requests for references must be referred to the Human Resources Director, or designee. No City employee shall provide employment reference information without the express consent of Human Resources.
- C. Reference information shall be limited to verification of employment dates and position, unless the employee or former employee has completed and signed a written release of employment information and provided it to the Human Resources Department for inclusion in his/her personnel file.
- D. Employment references for law enforcement personnel requested by other law enforcement agencies will be handled by the Police Chief or designee.



City of Meridian
Standard Operating Procedures
Number 2.7

## **Staffing, Selection, Promotion, and Transfer**

### **Purpose:**

To set forth the City's procedures on staffing, selection, promotion, and transfer as it applies to City employees and applicants.

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

#### **I. Staffing and Job Posting Procedures**

The following procedures shall be followed for each hiring process:

- A. Departments shall follow their internal departmental procedures when preparing a Staffing Requisition Form. Departments are encouraged to contact Human Resources with any questions related to the staffing process.
- B. Departments requesting staffing for a position shall submit to Human Resources a completed and approved Staffing Requisition Form.
- C. Human Resources may post the open position with job-related information including the salary range. Positions may be posted internally through standard channels of communication. External job announcements will be made through forms of communication directed towards attracting the most diversely qualified applicant pool.
- D. Positions posted at each City location and on the City Intranet will be available for a minimum of five (5) working days for City employees to view.
- E. Temporary or seasonal positions may not always be posted internally and can be filled by a temporary agency, high school students, university students, technical schools, or other outside agencies.
- F. All external applicants for employment who are applying for a vacant position must complete and sign a City of Meridian Employment Application or complete and on-line application through the City's Internet site.
- G. Internal employees must complete an Internal Request for Promotion/Transfer available on the Human Resource's Intranet Page. The City may consider outside applicants simultaneously with those internal applicants. Submitting an Internal Request for Promotion/Transfer does not guarantee an internal employee applicant an interview. Internal employees in the process of completing a Performance Improvement Plan shall not be considered until successful completion of the Performance Improvement Plan.

#### **II. Interview Process**

- A. Human Resources or department designee will be responsible for setting up the interview, including scheduling the interview, arranging facilities, coordinating interview panel members, and compiling all Human Resources approved interview materials utilized by the City.
  - B. The department for which the position is posted shall utilize Human Resources approved interview questions, assessments, tests, or other materials or processes. Any new or unapproved interview questions and/or materials must be submitted for review and approval by Human Resources prior to their use to ensure compliance with state and federal employment laws.
  - C. Human Resources staff or an authorized department designee (selected by the Department Director and approved by Human Resources), shall take part in each interview to ensure compliance with employment laws.
- III. Current Employee Applicant Interviews
- Current employees should meet the essential qualifications of the open position. Department Directors may waive the minimum period of service in the employee's current position to allow an employee applicant interview. Final selection decisions should be based on the same criteria as used for external applicants.
- IV. Veteran's Preference Points
- The City shall comply with Idaho Code Title 65, Chapter 5 in regards to Veteran's Preference Points. Questions regarding Veteran's Preference Points may be directed to Human Resources.
- V. Employment Roster for Sworn Police and Fire Union Members
- A. The City maintains an employment roster for certain positions in the police department. The employment eligibility roster shall remain in effect until the position for which the roster was determined is filled or until such time as determined by the Police Chief. After the expiration of the eligibility roster, all applicants whose names were originally on the roster will be required to compete through the hiring process in order to have his/her name placed on subsequent hiring rosters. Fire Union employment rosters are kept and maintained in accordance with the current collective labor agreement.
  - B. Applicants on the Police employment eligibility roster must notify the Human Resources Department in writing of any change of address or other changes that would affect his/her availability for future employment. The Police Chief has discretion to select from the top ten eligible applicants on the hiring roster, regardless of the applicant's final score.
- VI. Selection Process
- A. The applicant who is best matched for the open position will be selected. This determination will be made through such methods as interview, past performance, if applicable, evaluations, etc. However, if there are two or more equally qualified final candidates and one or more of the candidates has requested and qualifies for Veterans Preference, please contact Human Resources.



- B. Represented employees subject to the collective labor agreement shall be selected in accordance with the contract.
- C. As an equal opportunity employer, all selections will be made in accordance with federal and state laws and related City policies and procedures.
- D. Human Resources staff or an authorized department designee (selected by the Department Director and approved by Human Resources), shall take part in the position selection process to ensure compliance with employment laws.
- E. Selection of seasonal or temporary applicants for employment may be made at the discretion of the hiring departments in accordance with federal and state laws and related City policies and procedures. Human Resources is available to assist when needed.

#### VII. Notification to Applicants

- A. Following the selection of an applicant, except for law enforcement positions supervised by the Police Chief, seasonal, and parks temporary employees, only Human Resources shall contact the applicant of choice to make the initial contingent job offer.
- B. Human Resources shall conduct a reference and/or criminal history check to determine the applicant's eligibility for hire with the City. Should the background and reference checks indicate that the applicant is eligible for employment, Human Resources shall contact the applicant to confirm the position start date and any related information. Should a background come back as questionable, Human Resources may consult with Legal as needed to determine employability. If it is determined by Human Resources that the applicant is not eligible for hire, the Human Resources Director shall notify the applicant and advise the department that the applicant will not be hired. Human Resources will continue to assist the department to fill the position as needed.
- C. Employment references, background checks, and job offers for law enforcement applicants will be handled through the Police Chief or his/her designee. Once the applicant is selected, documentation is sent to Human Resources for processing.
- D. After the position is filled, except for sworn law enforcement positions, all questions, comments, or concerns regarding the hiring decision should be directed to Human Resources.
- E. Supervisors should not directly contact applicants until the offer of employment is made by Human Resources, accepted, and eligible for hire. Human Resources will notify the department when the pre-employment process is complete.

#### VIII. Promotions/Transfers

##### A. Promotions

1. A promotion is defined as a movement by an employee from his/her current position to one that falls within a higher salary range.

2. For information regarding the impact of a promotion on an employee's salary, refer to SOP 3.4 (Compensation Policy).

**B. Transfers**

Employees may transfer from one job to another by means of promotion, demotion, or lateral movement within the same job grade. Transfers may be voluntary or involuntary as outlined below.

1. Voluntary Transfer: Regular full-time or part-time, temporary, or seasonal employees are eligible to compete for announced City job vacancies, and if successful, transfer to the vacant position. Refer to the Compensation Policy for information regarding salary impact.
2. Involuntary Transfer: Employees may be involuntarily transferred for any number of reasons which may include, but not be limited to:
  - a. Inability to perform the essential job functions of their position, with or without a reasonable accommodation;
  - b. To accommodate a need for intermittent leave under the Family Medical Leave Act (FMLA);
  - c. As a result of departmental or citywide reorganization;
  - d. As a temporary placement while under suspension from their primary job duties;
  - e. To make use of employees' knowledge, skills, or abilities in a manner that best meets the interests of the City. In these occasions, transfers may be made at the City's request to satisfy operational needs;
  - f. Transfer of bargaining unit employees shall be governed by the provisions of the collective labor agreement;
  - g. A transfer may also be offered during periods of job elimination to avoid termination. In this event, the refusal to accept a reasonable transfer at the City's request will be interpreted as a resignation.

**C. Qualifications**

Eligibility for promotion/transfer compares minimum relevant qualifications of the new position and the employee's qualifications.

1. Factors that generally relate to the position include:
  - a. The duties and responsibilities of the position;
  - b. Education, training, or special knowledge required; and
  - c. Relevant, similar and related experience.
  - d. Length of previous job history.
2. Factors that relate to the employee include:
  - a. Quality of work, initiative, planning, dependability, and attitude;
  - b. Present and past performance levels; and

- c. Potential for successful performance in the new position.
  - 3. Required Length of Service: A general employee must have a minimum of six (6) months or (1) year of service for Police and Fire in his/her current position before requesting a promotion/transfer unless receiving prior approval from their immediate supervisor in the chain of command, starting with the immediate supervisor up to and including the department director.
  - 4. Employees with less than minimum qualifications of the position may be selected as the applicant of choice with the approval of both the department director and Human Resources.
- D. Promotions for represented employees shall be governed by the provisions of the collective labor agreement. Refer to the union contract for criteria and qualifications.



City of Meridian
Standard Operating Procedures
Number 2.7.1

## **Criminal Background Checks**

### **Purpose:**

To set forth the City's procedure on conducting criminal background checks.

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

#### **I. Pre-Employment Criminal Background Checks**

- A. Prior to employment, the Human Resources Director or designee may require an applicant to provide information and fingerprints necessary to obtain criminal history information from the City's designated service provider and the Federal Bureau of Investigation, pursuant to Idaho Code 67-3008 and congressional enactment Public Law 92-544.
- B. The Human Resources Director or designee may submit a set of fingerprints obtained from the applicant and the required fee to the designated service provider for a check of state and national databases. The submission of fingerprints and information required by this section shall be on forms provided by the designated service provider.
- C. Initial offers of employment are typically not made until the criminal background check is complete. However, in certain circumstances, the Human Resources Director or designee in consultation with the hiring department director may provide an offer of employment contingent upon the outcome of the criminal background check.
- D. All offers of employment are contingent offers, subject to the outcome of the criminal background check. If the background uncovers any misrepresentation on the application, transfer form, or information indicating the individual is not suited for employment, the offer will be withdrawn or the employee will be terminated upon review and the approval of the Human Resources Director.

#### **II. Post-Employment Criminal Background Checks**

As necessitated by transfer or promotion, suspicion of false information obtained during the hiring process, the Human Resources Director or designee may conduct a post-employment criminal background check at any time during an individual's employment with the City. Terms and conditions of employment may be modified or adjusted based on the outcome of such checks.

- III. Should a criminal background check provide information relating to previous convictions of one or more felonies and/or misdemeanors, the Human Resources Director or designee shall review all pertinent information and recommend to the hiring department director whether or not to proceed with the hiring decision. Prior convictions do not automatically disqualify an individual from employment. However, special review and consideration will be made to ensure the safe

and secure working environment of the City, its employees and facilities, and the public. The Human Resources Director may consult with Legal as part of the review process, if appropriate.



City of Meridian
Standard Operating Procedures
Number 2.8

### **Introductory Period of Employment**

**Purpose:**

To set forth the City's procedures regarding employment status and expectations of employees during the Introductory Period of Employment.

**Procedures and Related Information:**

- I. Every new regular full-time or part-time employee serves an Introductory Period of Employment of six (6) months, or one (1) year for Sworn Police or represented Fire employees. The introductory Period of Employment does not change the at-will employment status of new employees.
- II. The Introductory Period of Employment is used to determine whether the employee is suited for the position, qualified and capable of performing the work, and can meet the job standards. If at any time during the Introductory Period of Employment it is determined by the employee's supervisor and in consultation with the department director or designee that the employee's performance is not meeting the expectations of the City, the employee may be terminated. The department director or designee shall seek guidance and direction from Human Resources prior to a final decision being made and communicated to the employee.
- III. After completion of the Introductory Period of Employment, new employees should be given a performance evaluation. If the performance of the employee has been unsatisfactory, the City reserves the right to sever the at-will employment relationship or extend the introductory period one time for up to an additional ninety (90) days. The Introductory Period of Employment may be extended by the department director with approval of the Human Resources Director and with written notice to the employee.
- IV. Following the Introductory Period of Employment, employees shall be considered "regular employees," unless the employee is represented by the collective labor agreement. Completion of the Introductory Period of Employment is not a guarantee of continued employment with the City nor does it alter the at-will status of the employee. It simply provides a benchmark for employees and supervisors to achieve and assess the employee's long-term viability to perform the necessary functions of the position. Completion of the Introductory Period of Employment does not result in a wage/salary review unless otherwise authorized by the department director in consultation with Human Resources.
- V. If an employee is terminated during the Introductory Period of Employment he/she is not entitled to the Termination and Disciplinary Action or Adverse Employment Action Appeal Procedures as defined in Chapter 8 of the Standard Operating Procedures Manual.



City of Meridian
Standard Operating Procedures
Number 2.9

### **Trial Service Period for Promotions or Transfers**

**Purpose:**

To set forth the City's procedures relating to responsibilities and expectations during the Trial Service Period for newly promoted or transferred employees.

**Procedures and Related Information:**

- I. An employee selected for promotion or transfer will begin a Trial Service Period of not less than six (6) months to assess the individual's performance. The Trial Service Period does not change the at-will employment status of the employee. If at any time during the Trial Service Period the employee is unable to satisfactorily perform the duties of the new position, the City reserves the right to separate employment or the Trial Service Period may be extended one time up to an additional ninety (90) days to further assess the employee's suitability for the current position. This extension requires approval by the department director and Human Resources Director, with written notice to the employee. At the director's discretion, efforts may be made to place the employee in another position within the City for which the employee is better qualified, if available.
- II. After completion of the Trial Service Period, the employee shall be given a performance evaluation, which does not require a wage/salary review.
- III. If the promoted or transferred employee is terminated during the Trial Service Period, the employee is entitled to the Termination and Disciplinary Action or Adverse Action Employment Action Appeal Procedures as defined in Chapter 8 of the City's Standard Operating Procedures manual.



City of Meridian
Standard Operating Procedure
Number 2.10

## **Remote Work**

### **Purpose:**

To set forth the City's procedures regarding remote work as an alternative to an employee's designated work location.

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

#### **I. Eligible Positions for Remote Work**

- A. Department Directors or designee shall determine which positions are eligible for remote work.

#### **II. Hours Worked**

- A. Remote work arrangement shall not exceed 50% of the employee's regular weekly work schedule.
- B. Employees are expected to adhere to the agreed upon work schedule.

#### **III. Eligible Employees for Remote Work**

- A. Remote Work may be available to a full-time or part-time employee working in an eligible position once the employee has successfully completed his/her introductory period of employment or whose last performance review had a minimum overall rating of fully competent unless the employee is currently the subject to an employment investigation or other disciplinary action, including but not limited to being on a performance improvement plan.

#### **IV. Pre-Request Remote Work Arrangement Considerations**

- A. Before entering into any remote work arrangement, the employee and supervisor will evaluate the suitability of such an arrangement including but not limited to reviewing the following areas:
  - 1. Remote work equipment needs and availability of equipment.  
Information Technology shall be consulted to determine equipment availability and if not available, the supervisor shall inform the employee that remote work is not currently an option.



2. Remote work is not to be used for the purpose of accommodating regular childcare needs of the employee. The focus of the arrangement must remain on meeting business need and operational demands.
3. If an employee is seeking a remote work ADA Accommodation, please contact Human Resources.

#### V. Request to Remote Work

- A. Employee initiated request for remote work shall be submitted by email to his or her supervisor.
- B. The supervisor will issue a decision via email.

#### VI. Remote Work Equipment

- A. The Information Technology department will be consulted regarding any remote equipment needs.
- B. Existing City issued mobile computing device or personal device capable of accessing a City issue device is required. No other city equipment will be issued unless the equipment is planned for as part of the budget process through a computer replacement and/or budget request associated with new position, and based on other needs of the position, not remote work needs.
- C. The City will not incur any additional costs due to a remote work arrangement, except Virtual Private Network (VPN) software.
- D. If inaccessibility to the Internet service occurs at the remote location and impacts the employee's ability to perform the functions of the position the employee is required to notify their supervisor and should return to their City assigned work location in a timely manner. If the supervisor is unavailable the employee should return to their City assigned work location to continue working until such time as the Internet service can be restored. The supervisor must approve the employee returning to remote work.
- E. No checking out equipment from Information Technology.
- F. Information Technology department will maintain an inventory list for City equipment that is authorized to be used at a remote work location.

#### VII. Evaluation of Remote Employee Performance for Continued Remote Work

- A. The expectation is that the supervisor and remote worker will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

- B. The expectation is that a remote worker will fulfill position responsibilities as expected at the regular work location.
- C. The supervisor shall address concerns related to performance in a timely manner and the remote work arrangement may be terminated if performance expectations are not being met.

#### VIII. Security

- A. Consistent with the City's expectations of information security for employees working at their regular work location, remote employees will be expected to ensure the protection of proprietary information and customer information. Steps include the use of locked file cabinets and desks, regular password maintenance, locking computers, and any other measures appropriate for the job and the environment.
- B. Any City's issued assets and/or materials are expected to be secured and not accessible to anyone other than a City employee.

#### IX. Safety

- A. Employees are expected to maintain their remote workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a remote location and in conjunction with his or her regular work duties are normally covered by the City's workers' compensation program. Remote employees are responsible for notifying their supervisor of such injuries as soon as practicable as outlined by the worker's compensation policy. The employee is liable for any injuries sustained by non-work-related family members or visitors to his or her remote workspace.

#### X. Compliance

- A. All City policies and procedures shall be followed by employees who remote work.
- B. Failure to comply with the Remote Work Policy and these procedures or any other City policy or procedure may subject an employee to disciplinary action up to and including termination.

## XI. Remote Work / Continuity of Operations

- A. These procedures may be superseded in part or in their entirety during times of emergency declaration by Governor, Health District, or Mayor.
- B. Special consideration for temporary remote work arrangements may be afforded to employees in essential and non-essential positions, in the event of an emergency declaration by Governor, Health District or Mayor. In the event of such declaration, the Mayor shall approve guidelines specific to the nature of the declaration including but not limited to individual department plans for continuity of operations.
- C. The Mayor in consultation with the designated individual or entity responsible for emergency management and department directors shall coordinate immediate and necessary unplanned budget expenditures to facilitate employee remote work arrangements to continue operations of essential and non-essential functions without disruption.
- D. The Mayor or designee may authorize additional City owned equipment to be taken to remote work space that wouldn't normally be allowed by these procedures. (Office supplies, desktop computers, chairs, etc.)
- E. Employees shall not receive additional compensation, benefits, or reimbursement for extra commuting or remote work space related expenses due to remote working with the exception of possible assistance with Internet service.