



City of Meridian
Standard Operating Policy
Number 6.1

Life-Threatening Illness

Purpose:

To set forth the City's policy regarding working with employees who have a life-threatening illness.

Policy:

The City recognizes that employees with a life-threatening illness may wish to continue their employment. The City also recognizes that it must satisfy its legal obligation to provide a safe work environment for all employees, customers, and other visitors to its premises.

As long as an employee with a life-threatening illness is able to perform the essential functions of his/her job in accordance with City policy, the employee may be permitted to continue work from their workplace or remote location as circumstances warrant.

This policy shall be implemented pursuant to the Life-Threatening Illness Standard Operating Procedures.

Authority & Responsibility:

The interpretation and administration of this policy shall be the responsibility of the Human Resources Director or designee in accordance with ADA and HIPPA, the City's Remote Work Policy and Procedures, and other federal or state public health and safety regulations as may be applicable. Working locations will be determined by the department director or designee and the Human Resources Director or designee.



City of Meridian
Standard Operating Policy
Number 6.2

Use of City-Owned Equipment

Purpose:

To set forth the City's policy regarding the use by employees of City-owned equipment, resources, and assets, as individually or collectively defined in sections 6.2 through 6.2.7 of the City's Standard Operating Policies and Procedures.

Policy:

All City-owned equipment, resources, and assets shall be used solely for the purpose of meeting the City's operational, business goals, and objectives. All City-owned equipment, resources, and assets shall be used only for business purposes unless otherwise authorized. No unauthorized personal use of City-owned equipment, resources, and assets shall be allowed.

This policy shall be implemented pursuant to the Use of City-Owned Equipment Standard Operating Procedures in conjunction with Sections 6.2.1 through 6.2.7 of the City's Standard Operating Policies and Procedures.

Authority & Responsibility:

Supervisors and department directors or designees are responsible to ensure that all City-owned equipment, resources, and assets within their areas of responsibility are used in accordance with Sections 6.2 through 6.2.7 of the City's Standard Operating Policies and Procedures.



City of Meridian
Standard Operating Policy
Number 6.2.1

Use of City Vehicles

Purpose:

To set forth the City's policy for the use of City vehicles by authorized employees as identified within this policy.

Policy:

As needed to perform the required functions of the job, an employee may be issued a City vehicle or be allowed to use a City vehicle.

This policy shall be implemented pursuant to the Use of City Vehicles Standard Operating Procedures.

Authority & Responsibility:

Department Directors or designees shall ensure that all drivers are properly licensed, insured, and that they operate City vehicles in a safe and professional manner.



City of Meridian
Standard Operating Policy
Number 6.2.2

Use of City Copiers, Printers, Computers, Software, and Phone Systems

Purpose:

To set forth the City policy regarding the use of City-owned equipment specific to copiers, printers, computers, software, and phone systems.

Policy:

Use of City copiers, printers, computers, software, and phone systems shall be used to meet the City's operational and business purposes. Employees are allowed minimal use of these resources for personal use. Minimal use is defined as occasional or incidental. Employees are expected to exercise reasonable restraint regarding the frequency and duration of their personal use. Personal use shall not interfere with business needs and productivity, nor shall it cause the City to incur any undue costs. Although limited personal use of these resources may be permissible in accordance with this policy, such use does not give an employee a right or entitlement to such access and use.

This policy shall be implemented in accordance with the City copiers, printers, computers, software, and phone systems Standard Operating Procedures.

Authority & Responsibility:

Supervisors and department directors or designees, along with the IT department, are responsible to ensure that all City copiers, printers, computers, software, and phone systems within their areas of responsibility are used appropriately.



City of Meridian
Standard Operating Policy
Number 6.2.3

Electronic Mail

Purpose:

To set forth the City's policy regarding the authorized use of the City's electronic mail (email) systems.

Policy:

Employees are provided access to email for the sole purpose of facilitating City operations and functions. Employees are allowed minimal use of email for personal use within the parameters of this policy and related procedures. Minimal use is defined as occasional or incidental. Employees are expected to exercise reasonable restraint regarding the frequency and duration of their personal use. Personal use shall not interfere with business needs and productivity. Although limited personal use of email on City computer systems may be permissible in accordance with this policy, such use does not give an employee a right or entitlement to such access and use.

This policy shall be implemented pursuant to the Electronic Mail Standard Operating Procedures.

Authority & Responsibility:

Human Resources in conjunction with IT shall be responsible to implement this policy. Human Resources will assist department directors or designees and supervisors to ensure that primary employee use of email is for business purposes. Employee email may be accessed in the performance of the duties of the member of the IT Department in setting up accounts, troubleshooting problems, maintenance of the system, and similar job-related duties.



City of Meridian
Standard Operating Policy
Number 6.2.4

Use of Internet

Purpose:

To set forth the City's policy regarding the use of Internet and all web-based computer applications.

Policy:

As with all City property, employees may use the Internet to increase productivity and for business purposes. Employees are allowed minimal use of the internet and all web-based computer applications for personal use. Minimal use is defined as occasional or incidental. Employees are expected to exercise reasonable restraint regarding the frequency and duration of their personal use. Personal use shall not interfere with business needs and productivity. Although limited personal use of the internet and web-based computer applications may be permissible in accordance with this policy, such use does not give an employee a right or entitlement to such access and use.

Employees should not consider any use of the internet or web-based computer applications private.

This policy shall be implemented pursuant to the Use of Internet Standard Operating Procedures.

Authority & Responsibility:

The IT Department Director or designee, in conjunction with the Human Resources Director has authority and responsibility to implement this policy. Supervisors and department directors or designees shall be responsible to ensure that employee use of the Internet is limited to business purposes and minimal personal use only. The IT Network Administrator may also have authorization as directed by the Mayor or Human Resources Director or designee to randomly review records of Internet usage to ensure compliance with this policy.



City of Meridian
Standard Operating Policy
Number 6.2.6

Mobile Devices

Purpose:

To set forth the City's policy regarding the use of personal and City owned mobile devices, taxable allowance for personal mobile devices, and email used on mobile devices. Throughout this policy the term "mobile device" includes cellular phones, smartphones, tablets, etc.

Policy:

The purpose of this policy is to provide employees with a set of requirements governing the use of mobile devices, taxable allowance criteria, and conditions for business use of personal mobile devices.

This policy shall be implemented pursuant to the Mobile Devices Standard Operating Procedures.

Authority & Responsibility:

IT shall be responsible for administering this policy. Department Directors or designees have the responsibility to manage their employees regarding the need and use of mobile devices for City business.



City of Meridian
Standard Operating Policy
Number 6.2.7

Use of the Fitness Facility in City Hall

Purpose:

To set forth the City's policy regarding the use of the Fitness Facility in City Hall by any City employee regardless of assigned work location.

Policy:

Employees are encouraged to participate in active physical activity whenever feasible, and if necessary, with a physician's approval. In an effort to support physical fitness, the City of Meridian has provided a Fitness Facility within City Hall to allow employees the opportunity to participate in physical activity. All City employees have access to the City Hall Fitness Facility. The Fitness Facility is for employee use only. The use of the Fitness Facility and participation in physical activity is voluntary and is not mandated or required for the continuing employment of any employee unless specifically required by their job duties and assignment. Physical exercise and activity are not work related for the purpose of worker's compensation.

This policy shall be implemented pursuant to the Use of the Fitness Facility in City Hall Standard Operating Procedures.

Authority & Responsibility:

Supervisors, department directors, or designees have the authority and responsibility to enforce the proper use of the Fitness Facility in City Hall and may seek guidance from Human Resources at any time.



City of Meridian
Standard Operating Policy
Number 6.3

Training and Development

Purpose:

To set forth the City's policy regarding the City's support for employee job-related development and training.

Policy:

The City is committed to providing employees with the training and development resources they need to effectively perform job duties and to continually improve their performance. Employees attending required training programs (either at City facilities or in other locations) shall be compensated for time spent in such training.

This policy shall be implemented pursuant to the Training and Development Standard Operating Procedures.

Authority & Responsibility:

Department Directors or designees shall be responsible for authorizing job-related training for employees as per budgetary guidelines and as appropriate. The Human Resources Director or designee shall oversee the provision of internal training sponsored by the City.



City of Meridian
Standard Operating Policy
Number 6.4

Absenteeism and Tardiness

Purpose:

To set forth the City's policy regarding attendance and tardiness expectations for City employees.

Policy:

City employees are required to adhere to department attendance and tardiness expectations, including timely reporting of absences or tardiness so departments can work efficiently and meet customer service standards.

This policy shall be implemented pursuant to the Absenteeism and Tardiness Standard Operating Procedures.

Authority & Responsibility:

Supervisors are responsible for monitoring the attendance and related records of their employees.



City of Meridian
Standard Operating Policy
Number 6.5

Bulletin Boards

Purpose:

To set forth the City's policy regarding posting announcements or activities on City provided bulletin boards in City facilities.

Policy:

The City shall provide bulletin boards in each facility for the purpose of posting State and Federal laws, City-related announcements and information where employees have a consistent point of reference. No personal or outside vendor or business information or solicitation is to be placed on City bulletin boards.

This policy shall be implemented pursuant to the Bulletin Boards Standard Operating Procedures.

Authority & Responsibility:

Human Resources, supervisors, and department directors or designees shall ensure that bulletin boards are securely hung in their facility, easily accessible to all employees, and that only approved materials and information are posted.



City of Meridian
Standard Operating Policy
Number 6.6

Driver's License Requirements

Purpose:

To set forth the City's policy regarding driver's license requirements for positions that require a valid driver's license as a normal part of job qualifications.

Policy:

Employees whose position involves the driving of City or personal vehicles as a normal part of the job shall require and maintain a current driver's license valid in the State of Idaho. Drivers will also need to have and maintain a driving record insurable by the City.

This policy shall be implemented pursuant to the Driver's License Requirements Standard Operating Procedures.

Authority and Responsibility:

Supervisors who oversee employees with driving responsibilities are to ensure that they have a current, valid driver's license and that they maintain a driving record insurable by the City.

Employees are responsible for immediately reporting loss of license, loss of driving privileges, or traffic violations that may affect insurability to their supervisor.



City of Meridian
Standard Operating Policy
Number 6.7

Emergency Closure

Purpose:

To set forth the City's policy regarding emergency closure practices of City facilities and/or services due to emergency conditions or unusual weather.

Policy:

The Mayor and City Council may, under extraordinary circumstances, declare an emergency closure of non-essential City facilities and/or services due to emergency conditions and/or unusual weather conditions that pose a risk to the safety of City facilities, employees, or the general public.

This policy shall be implemented pursuant to the Emergency Closure Standard Operating Procedures.

Authority & Responsibility:

The Mayor shall have primary responsibility for determining the closure of City facilities and/or services due to unusual weather or emergency conditions. Where the Mayor is not available, the City Council shall have the responsibility to determine appropriate closures.



City of Meridian
Standard Operating Policy
Number 6.8

Nepotism

Purpose:

To set forth the City's policy regarding when family members of current City employees, elected officials, or appointed officials may be employed.

Policy:

The City shall not unlawfully discriminate in its employment practices due to an individual's protected class status. However, the City will not employ immediate family of current City employees, elected officials, or appointed officials where such employment would create a conflict of interest or the potential for unethical behavior as defined within this policy.

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

Authority & Responsibility:

Human Resources shall enforce this policy once it becomes known that related individuals are employed in situations that create or have potential for creating a conflict of interest or create the potential for unethical behavior to occur. Department Directors or designee and supervisors are responsible for enforcing this policy within their departments. Employees are responsible for disclosing any relationship as identified within this policy.



City of Meridian
Standard Operating Policy
Number 6.9

Safety

Purpose:

To set forth the City's policy for maintaining a safe work environment for the well-being of its employees.

Policy:

The City is committed to a work environment that is safe and as free as practical from health and safety hazards. The City and all departments and employees shall comply with all local, state, and federal guidelines regarding employee safety. Each department shall develop safety procedures specific to its operations in order to ensure safe operating practices. All injuries, accidents, and violations of this policy must be reported immediately to department directors and the Human Resources Director or designee.

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

Authority & Responsibility:

All employees are responsible for working in a safe manner so as to prevent injury and accident in the workplace. Supervisors and department directors are responsible for maintaining a safe work environment and providing guidance and training to employees in order to maintain such an environment. Human Resources shall be responsible for providing general employee training regarding safety, as well as to administer the forms and procedure for work-related injuries and accidents (including Workers' Compensation).



City of Meridian
Standard Operating Policy
Number 6.10

Political Activities

Purpose:

To set forth the City's policy regarding when City employees and City volunteers can be involved in political activities.

Policy:

The City encourages City employees and City volunteers to be involved in political activities while off-duty. However, City employees and City volunteers are to remain neutral and refrain from expressed preference regarding any election while on duty and/or when in a City uniform or other identifiable City attire. City employees and City volunteers involved in political activities shall ensure that such activity in no way violates this policy or hinders work performance or assigned volunteer duties. This policy does not apply to elected officials.

This policy shall be implemented pursuant to the Political Activities Standard Operating Procedures.

Authority & Responsibility:

Human Resources shall have the authority and responsibility for administering this policy.



City of Meridian
Standard Operating Policy
Number 6.11

Gifts & Gratuities

Purpose:

To set forth the City's policy regarding when City employees, appointed, and elected officials may accept gifts, money, and/or gratuities offered from outside organizations or individuals.

Policy:

City employees, appointed, and elected officials are prohibited from accepting gifts, money, and/or gratuities from organizations, vendors, contractors or their agents in value over \$50 in accordance with local, state, and federal guidelines and laws.

This policy shall be implemented pursuant to the Gifts & Gratuities Standard Operating Procedures.

Authority & Responsibility:

Each employee, appointed, and elected official is responsible for tracking and reporting gifts and gratuities in excess of \$50 from outside vendors, organizations, contractors, or others that are received in the capacity of a City employee, appointed, and/or elected official. Human Resources in conjunction with supervisors and department directors are responsible for enforcing this policy at the department level. The City Attorney shall be consulted for matters involving the Mayor, City Council, and appointed officials.



City of Meridian
Standard Operating Policy
Number 6.12

Solicitation

Purpose:

To set forth the City's policy regarding non-work-related solicitation in the workplace.

Policy:

No organization or non-employee individual may solicit any City premise or employee for contributions, membership, participation, etc. that is not generally open to the public. Employees are prohibited from soliciting during work hours, but may make reasonable solicitations during breaks and mealtimes.

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

Authority & Responsibility:

The Mayor shall be responsible for any exception to this rule or any authorization for solicitation by an outside organization or individual. Supervisors and department directors or designees are responsible for ensuring that employee solicitations are conducted properly that outside solicitors are directed to the Mayor for approval prior to allowing them to solicit on City premises.



City of Meridian
Standard Operating Policy
Number 6.13

Outside Employment

Purpose:

To set forth the City's policy for employees regarding outside employment in addition to their duties and responsibilities for their employment at the City.

Policy:

City employees are not prohibited from additional employment outside of the City so long as it does not interfere with their performance of duties and responsibilities for their City position. Outside employment that reflects negatively on the City or is illegal is prohibited. If the outside employment is approved and at a later point in time a conflict or negative impact of the outside employment occurs, then the approval can be rescinded.

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

Authority & Responsibility:

Department Directors or designees are responsible for determining whether outside employment is in conflict or otherwise negatively impacts the employee's performance of duties and responsibilities for his/her City position. The Mayor is responsible for determining whether outside employment is in conflict or negatively impacts a director's performance of duties and responsibilities.



City of Meridian
Standard Operating Policy
Number 6.14

Appropriate Clothing Attire for Work Purposes and Procurement

Purpose:

To set forth the City's policy regarding appropriate employee attire for the workplace and the use of City funds for the procurement of work clothing and uniforms.

Policy:

It is important that City employees acknowledge that they are the "Face of the City" and their personal appearance is reflective of the City as a whole. All staff members are expected to present a professional, businesslike image to clients, visitors, customers, and the public. Employees are expected to dress appropriately in business casual attire. Employees are expected to demonstrate good judgment and professional taste. The attire worn should be appropriate for the job performed and appropriate for the necessary public contact that the job requires.

Furthermore, City employees may be issued clothing for work purposes. This clothing may be required to be worn during work to identify the individual as a City employee. Each department may have different articles of clothing purchased for this purpose. Additionally, articles of clothing may be purchased by an employee with the approval of their supervisor as an employee incentive. Employees are held to the same standards of conduct and behavior whether it is during their normally scheduled work period or not when they are wearing identifiable City of Meridian attire.

This policy does not apply to the clothing or allowance supplied to represented Fire employees pursuant to the collective labor agreement.

This policy shall be implemented pursuant to the Appropriate Clothing Attire Standard Operating Procedures.

Authority & Responsibility:

The department director or designee shall be responsible for setting the standard of attire appropriate for their department. The department director or designee will approve all purchases of work clothing or uniforms either by an established policy and procedure or by individual approval of purchase order. The department director has the final authority in regards to all purchased clothing.



City of Meridian
Standard Operating Policy
Number 6.15

City Hall Employee Parking Permits

Purpose:

To set forth the City's policy regarding issuance and use of a City Hall Employee Parking Permit.

Policy

The City shall provide each full and part-time employee whose primary work location is City Hall with one permit to park in designated City employee parking lots. Such permit provides the employee the opportunity to park in City Hall employee designated parking lots only if a parking space is available. A parking permit does not guarantee any employee a parking space. City Hall employees may need to find other parking if City designated parking lots are full. Employees using marked emergency vehicles for Police and Fire may park in the FRONT Lot without a City Hall Employee Parking Permit.

This policy shall be implemented pursuant to the City Hall Employee Parking Permits Standard Operating Procedures.

Authority & Responsibility:

The Human Resources Department shall be responsible to administer this policy.



City of Meridian
Standard Operating Policy
Number 6.16

Employee Identification/Prox Cards

Purpose:

To set forth the City's Policy regarding employee identification/prox cards (ID/Prox card) that must be worn and visible at all times while working.

Policy:

Every employee of the City shall be issued an ID/Prox card. The ID/Prox card serves as identification and allows for access to City Hall and/or other City work locations. Employee access via ID/Prox cards will be set for certain times of the day and locations within City Hall and/or other City work locations. ID/Prox cards are the property of the City of Meridian and must be returned upon separation of employment.

This policy shall be implemented pursuant to the Employee Identification/Prox Cards Standard Operating Procedures.

Authority & Responsibility:

Human Resources shall be responsible for implementing this policy other than for Police personnel. Police personnel shall be issued their ID/Prox cards through the Chief of Police's Office. Supervisors are responsible for ensuring that proper employee ID/Prox cards are worn and visible at all times during work hours.



City of Meridian
Standard Operating Policy
Number 6.17

Requests for Public Records or Information

Purpose:

To set forth the City's policy regarding its commitment to comply with the Idaho Public Records Act.

Policy:

The City of Meridian and its employees shall comply with the Idaho Public Records Act and will respond to public record requests as soon as practicable and without unreasonable delay.

This policy applies to all City employees and departments, with the exception of the Meridian Fire and Police Departments and their employees, to the extent that these departments have a specific, pre-existing public records disclosure policy in place.

This policy shall be implemented pursuant to the Requests for Public Records or Information Standard Operating Procedures.

Authority & Responsibility:

The Clerks' Office is the official custodian of all City records and shall make final decisions regarding the administration and interpretation of this policy in consultation with the City Attorney's Office. Supervisors and department directors shall ensure compliance with this policy within their respective departments.



City of Meridian
Standard Operating Policy
Number 6.18

Conflict of Interest

Purpose:

To set forth the City's Policy regarding conflict of interest as it applies to employees and others acting on behalf of the City.

Policy:

It is the City's policy that all employees and others acting on behalf of the City be free from actual or perceived conflicts of interest to assure the public that all transactions of the City are not compromised by a lack of independent judgment, objectivity, or fairness.

This policy shall be implemented pursuant to the Conflict of Interest Standard Operating Procedures.

Authority & Responsibility:

The City Attorney and Human Resources shall be empowered to act to assist departments in identifying and eliminating conflicts of interest whenever possible. The Mayor and City Council may agree to jointly waive said conflict. This policy shall not apply to the City's Youth-Work-Life Skills program.



City of Meridian
Standard Operating Policy
6.19

Social Media Policy

Purpose:

To set forth the City's policy on the use of social media by City of Meridian employees and elected officials.

Policy:

The City of Meridian has an overriding interest and expectation in deciding what is "spoken" on behalf of the City on City social media sites. City social media sites may be established and operated only in full compliance with this policy. The City may monitor employees' personal use of social media for compliance with this policy. This policy shall apply to all employees and elected officials in their personal and work-related use of social media sites.

This policy shall be implemented pursuant to the Social Media Standard Operating Procedures.

Authority & Responsibility:

The Communications Manager/Site Administrator shall be responsible for the correct implementation, operation, and maintenance of City social media sites in accordance with this policy. Directors, or designees, and supervisors shall ensure compliance with this policy within their respective departments with possible consultation with the City Attorney or designee.



City of Meridian
Standard Operating Policy
Number 6.20

Use of Unmanned Aerial Vehicles (Drones)

Purpose:

To set forth the City's policy regarding the use of City-owned unmanned aircraft, or Drones by City employees.

Policy:

Unmanned aerial vehicles, also known as drones, offer cost- efficient opportunities for City staff to take photographs, make videos, and gather data to fulfill City functions with improved efficiency and quality. City employees may use drones for purposes that serve the community, benefit Meridian residents and visitors, and protect the privacy and safety of the public.

This policy shall apply to all City employees and departments in using City-owned drones, with the exception of the Meridian Police Department, to the extent that that department has a specific policy in place for the use of drones by law enforcement officers.

This policy shall be implemented pursuant to the Use of Unmanned Aerial Vehicles (Drones) Standard Operating Procedures.

Authority & Responsibility:

Department Directors shall ensure compliance with this policy within their respective departments.



City of Meridian
Standard Operating Procedures
Number 6.1

Life-Threatening Illness

Purpose:

To set forth the City's procedures for working with employees who have life-threatening illnesses.

Procedures and Related Information:

- I. The City recognizes that employees with life-threatening illnesses including, but not limited to cancer, HIV/AIDS, and heart diseases etc., may wish and be able to work on a modified or flexible schedule. The City will seek to accommodate such employee by allowing him/her to work for as long as he/she is able to perform essential job functions, with or without reasonable accommodations, provided that medical evidence establishes that continuing to work does not present a direct health threat to the affected employee or others.
- II. Whenever possible, the City will accommodate the needs of employees with life-threatening illnesses. The City also recognizes its obligation to provide a safe work environment for all employees. Therefore, supervisors, and department directors or designee should seek appropriate direction from Human Resources, if necessary, to ensure that an employee's condition does not pose a substantial or unreasonable risk of harm to himself/herself or others.
- III. The City does not discriminate against any qualified applicant or employee with a life-threatening illness with regard to job application, hiring, job performance, training, development, promotion, demotion, transfer, compensation, benefits, educational assistance, layoff and recall, and termination or other terms, conditions, and privileges of employment.
- IV. When the City receives notice from an employee or applicant of life-threatening illness that prevents an otherwise qualified applicant or employee from performing a job, the City will assess (upon request) whether any reasonable accommodation would allow the person to perform the essential job functions. An accommodation which creates an undue hardship on the City or which endangers health or safety is not a reasonable accommodation.
- V. Individuals diagnosed with a life-threatening illness are encouraged to contact Human Resources to discuss any special needs or conditions associated with the illness and whether a reasonable accommodation may be required or available.
- VI. References: The City's Remote Work Policy and Procedures and the City's Americans with Disabilities Act Policy and Procedures should be consulted in conjunction with these procedures.

VII. Resources

The City offers the following resources to assist employees and their supervisors in dealing with these issues:

- A. Management and employee education and information on life-threatening illnesses;
- B. Confidential referrals upon request, to supportive services available to employees and their dependents affected by life-threatening illnesses; and
- C. Benefit information to assist employees in maximizing their available health and other benefits.



City of Meridian
Standard Operating Procedures
Number 6.2

Use of City-Owned Equipment

Purpose:

To set for the City's procedures regarding the use by employees of City-owned equipment, assets, and resources, as defined in these procedures.

Procedures and Related Information:

- I. Definition - City-owned equipment and resources include all assets, property, materials, etc., that are purchased by the City for operational, business, and functional use. Such items may include, but are not limited to, telephones, use of long-distance services, cellular telephones, voicemail, copier machines, fax machines, IPads, laptops, surface tablets, computers and all related equipment and software (including email, internet, etc.), office supplies, tools, vehicles, etc.
- II. The primary purpose and use of City-owned equipment by employees is to conduct City operations and business.
- III. Personal use by employees of City-owned equipment should be limited and not impair productivity during the work day. Prior permission may be required for use of certain equipment as determined by the department director or designee.
- IV. Employees are expected to care for equipment according to safety and preventive maintenance standards and to operate equipment in accordance with federal, state, and local requirements. The safety of employees and the maintenance of City equipment is paramount to the City and its operations.
- V. Any abuse or misuse of City equipment may result in disciplinary action up to and including termination of employment.



City of Meridian
Standard Operating Procedure
Number 6.2.1

Use of City Vehicles

Purpose:

To set forth the City's procedures for the use of City vehicles by authorized employees as identified within this policy.

Procedures and Related Information:

- I. An employee may be issued a City vehicle or be allowed to use a City vehicle as needed to perform the required functions of the job. All vehicle operation and use shall follow department guidelines in addition to these procedures.
- II. A copy of the employee's valid driver's license shall be placed in his/her employee file. Employees are responsible to provide information to Human Resources if their driver's license is suspended or invalid for any reason. If the employee's license is suspended or invalid, that employee cannot drive a City vehicle until he/she provides proof that his/her their license is reinstated and valid.
- III. Anyone operating or riding in City vehicles must wear their seat belts when the vehicle is in motion.
- IV. City vehicles are to be used solely for City business purposes, unless at the direction of the department director personal use is authorized for specific and limited circumstances.
- V. City vehicles that are assigned to personnel for use off duty may be used for limited personal use.
- VI. Drivers of City vehicles shall not text and drive.
- VII. Drivers of City vehicles shall not talk on a phone while driving without the use of hands-free technology. This shall not apply to emergency responders when they are responding to an emergency.
- VIII. Any abuse or misuse of City vehicles is subject to disciplinary action, up to and including termination.



City of Meridian
Standard Operating Procedures
Number 6.2.2

Use of City Copiers, Printers, Computers, Software, and Phone Systems

Purpose:

To set forth the City's procedures regarding the use of City-owned equipment, specifically copiers, printers, computers, software, and phone systems.

Procedures and Related Information:

- I. Copiers, Printers, and General Office Equipment.
 - A. copiers, printers, and other general office equipment are to be used for business purposes. Although these are tools primarily used to accomplish business and work-related communication, employees may also use them for personal reasons provided these procedures are followed. Personal use should be limited and not impair productivity. Use not consistent with these procedures shall be prohibited.
- II. Computers
 - A. City computers are to be used for business purposes. Although computers are a tool primarily for work-related communication, it is recognized from time to time that they may be used for personal reasons consistent with these procedures. Personal use should be limited and not impair productivity. All computer equipment, including but not limited to data, software, and accessories, is City property.
 - B. The City shall have the right to monitor use of such property at any time. Users shall not have any expectation of privacy as to the use of City computers, including but not limited to email communications and internet information that is drafted, accessed, received, sent, forwarded, copied, or downloaded. Nothing contained on City computers shall be deemed private or confidential to the user.
 - C. The City, at all times, reserves the right to conduct searches and inspections and otherwise monitor all computer-related information, data, communications, all files stored in City information systems owned or leased by the City, or on any other storage medium provided by the City for City business, including but not limited to USB drives, flash media, hard drives, discs, storage media in cell phones, copiers, or other devices, in order to monitor compliance with these procedures.
 - D. Employees are not to place personal copies of software on any City computer. Employees may have limited personal data on a City computer as long as such data does not create a liability or risk to the City.

- E. The City may remove any unauthorized software or data on a City computer at any time without notice to the user.

III. Software

- A. The City will adhere to all software licensing and subscription agreements and copyright laws.
- B. City licensed software shall only be used for authorized work-related activities.
- C. Employees will only use software that has been approved by the IT department and licensed appropriately.
- D. Only IT will install software unless express written consent has been granted to an employee.

IV. Phone Systems

- A. The City's phone systems are designed to increase productivity and efficiency, and should be used accordingly. City phones are to be used for business purposes. Although the phone systems are tools primarily for work-related communication, it is recognized from time to time that they may be used for personal reasons consistent with these procedures. Personal use should be limited and not impair productivity, nor shall it cause the City to incur undue costs.
- B. The City may randomly monitor phone use and voicemail messages to determine whether any unauthorized persons are using the system, or whether any violations of City policy have occurred.

V. Damage, Loss, Theft, Misuse of City copiers, printers, computers, software, and phone systems

- A. Refer to Standard Operating Policy and Procedures, 7.5., Standards of Conduct and 7.6, Prohibited Activities in Workplace Conduct.



City of Meridian
Standard Operating Procedures
Number 6.2.3

Electronic Mail

Purpose:

To set forth the City's procedures regarding the authorized use of the City's electronic mail (email) systems.

Procedures and Related Information:

- I. Email is any electronic communication between two or more individuals and may contain any form of combination of text, audio, video, drawings, or photographic representation.
- II. Email is a privilege not a right. Email is a tool primarily for work-related communications. Although it is recognized from time to time that it is used for personal correspondence, this purpose should be limited. Any personal email is subject to the same rules and conditions in this policy as work-related email including the ability to be viewed by others to assure compliance with this policy. There is no privacy right of any kind for email. Users have the responsibility to use email in an efficient, effective, ethical, and lawful manner. Email communications shall comply with all applicable federal, state, and local laws and regulations, as well as the City's policies and procedures adopted regarding electronic mail. Email should be courteous and respectful to the recipient(s).
- III. All email accounts maintained on City systems are the sole property of the City. The City shall have the right to monitor any employee's electronic mail account. All employees are required to report unauthorized or inappropriate use of any electronic mail account. Similarly, any unauthorized or inappropriate use(s) discovered during monitoring activities shall be reported to the appropriate supervisor for determination of appropriate action.
- IV. Third party email services (gmail, yahoo, etc) shall be not used for City business.
- V. Users shall not expect their electronic mail communications, documents, or other information to be private and shall not use the electronic mail system for matters that are not intended for public disclosure. Confidential matters, permitted by law, shall be so marked and shall include a warning regarding accidental transmission to a third-party.
- VI. Electronic mail messages shall be considered City property, constitute official records of the City, and are subject to existing document retention and public records policies. Sending data via electronic mail shall be considered the same as sending correspondence or official memo or letterhead.
- VII. Employees shall not pursue, obtain, exchange, attach or distribute any malicious or non-authorized information that could cause congestion or disruption to electronic mail systems such as screen savers, audio or video clips, or be in violation of any licensing agreement.

- VIII. Employees using the City's web account via Microsoft Outlook should use it only to perform work for the City and in connection with the employee's job. However, it is recognized from time to time that email may be used for personal correspondence; this purpose should be limited.
- IX. Any communication related to an employee's personally owned business should not be conducted using City email, or other City resources.
- X. Designated employees have been assigned a personal password. No employee shall give out this password to anyone other than his/her department head. Passwords may be changed to maintain security.
- XI. Employees shall not access another employee's email without authorization from the employee and employees' supervisors.
- XII. Prohibited Use of Email
Use of email as described below is strictly prohibited. This list is not all-inclusive, and employees are expected to use common sense in determining appropriate use of email.
- A. Knowingly or intentionally creating, publishing, transmitting, and/or exchanging messages that are inappropriate, offensive, harassing, obscene, or threatening;
 - B. Creating or distributing email containing defamatory, false, inaccurate, abusive, threatening, racially offensive, or otherwise biased, discriminatory or illegal material;
 - C. Viewing or distributing obscene, pornographic, profane, or sexually oriented material;
 - D. Violating laws, rules, and regulations prohibiting sexual harassment;
 - E. Encouraging the use of controlled substances for criminal or illegal purposes;
 - F. Engaging in any activities for personal gain;
 - G. Distributing copyrighted information without permission;
 - H. Distributing advertisements for commercial enterprises, including but not limited to goods, services, or property, unless such advertisements are part of requested vendor information to be used in carrying out City business;
 - I. Violating or infringing upon the rights of others;
 - J. Conducting business unauthorized by the City;
 - K. Transmitting incendiary statements, which might incite violence or describe or promote the use of weapons;

- L. Conducting any non-City supported fundraising or public relations activities;
 - M. Exchanging proprietary information, trade secrets, or any other privileged, confidential, sensitive information that is not authorized;
 - N. Creating or exchanging solicitations, chain letters, and other unsolicited email;
 - O. Registering to list servers unrelated to City business, without proper authorization;
 - P. Lobbying elected officials or engaging in any other political activity prohibited by law, or using email system for any illegal purpose;
 - Q. Using City email designations such as, but not limited to: @meridiancity.org, @ci.meridian.id.us, or @cityofmeridian.org mailing list aliases for the purpose of promoting an election campaign;
 - R. Sending unsolicited external commercial E-mail commonly referred to as spam;
 - S. Subscribing someone other than yourself to a mailing list, except for approved official city business;
 - T. Sending email that is designed to damage the target system when executed or opened; for example, sending malicious programs or viruses attached to an email;
 - U. Sending email that is designed to cause confusion, consternation, fear, uncertainty, or doubt, such as fake virus warnings.
- XIII. Employees/users who receive information of the type described above shall not forward or respond to the material, and shall immediately report receipt of such material to the IT Department for proper disposition.

XIV. City-wide or Department-wide Emails

City-wide emails are electronic communication through the City's email system that is directed to all or almost all employees of the City. Department-wide emails are similar except for the direction of the emails to an individual department rather than to the City as a whole.

Generally, employees are prohibited from sending City-wide or Department-wide emails. This prohibition shall also apply to replying to all recipients of an approved City-wide or Department-wide email.

Employees may be authorized to send emails of this nature under the following conditions:

- A. The email is authorized by the employee's department director or the Mayor; and

- B. The intent of the email is to inform the greatest number of employees with information that is directly related to City business or the promotion of a City program or event; and
 - C. The email must be sent as a Bcc email.
- XV. Any violations of this policy and these procedures may result in disciplinary action up to and including termination.



City of Meridian
Standard Operating Procedures
Number 6.2.4

Use of Internet

Purpose:

To set forth the City's procedures regarding the use of Internet and all web-based computer applications.

Procedures and Related Information:

- I. Access to the Internet shall be for legitimate business purposes, as determined by the City. Employees may use the Internet to increase productivity. Although the Internet is a tool primarily for work-related business and communication, it is recognized from time to time that it may be used for personal reasons consistent with these procedures. Personal use should be limited and not impair productivity.
- II. Employees are expected to comply with all City policies that may be applicable to the Internet. These include, but are not limited to, confidentiality, harassment, solicitation, outside employment, and business ethics.
- III. Employees may not download, store, transmit, or display any kind of image or document on any City system that violates federal, state or local laws or regulations, or that violates any City adopted policies, procedures, standards, or guidelines.
- IV. If an employee accidentally connects to a site that contains sexually explicit or otherwise offensive material, he/she shall disconnect from the site immediately and report the incident to his/her supervisor.
- V. Internet access is considered City property and the City has the right to monitor the use of such property at any time. Therefore, users shall not have any expectations of privacy as to their Internet usage through City computers or networks.
- VI. This list is not all-inclusive; use of the Internet as described below is strictly prohibited.
 - A. Viewing or distributing obscene, pornographic, profane, or sexually oriented material;
 - B. Violating laws, rules, and regulations prohibiting harassment and discrimination;
 - C. Encouraging the use of controlled substances for criminal or illegal purposes;
 - D. Engaging in any activities for personal gain;
 - E. Obtaining or distributing copyrighted information without permission;

- F. Obtaining or distributing advertisements for commercial enterprises, including but not limited to goods, services or property, unless such advertisements are part of requested vendor information to be used in carrying out City business;
 - G. Violating or infringing upon the rights of others;
 - H. Conducting business unauthorized by the City;
 - I. Obtaining or distributing incendiary statements, which might incite violence or describe or promote the use of weapons;
 - J. Obtaining or exchanging proprietary information, trade secrets, or any other privileged, confidential, or sensitive information that is not authorized;
 - K. Engaging in any political activity prohibited by law;
 - L. Using the system for illegal purpose.
- VII. Employees shall not knowingly or willfully create or propagate any virus, malware, worm, Trojan horse or other destructive program code. All items downloaded from the Internet to the City's system or website are to be scanned for viruses.
- A. All internet access is subject to information security controls which includes but is not limited to monitoring and scanning for malicious software or activity.
- VIII. Violations of these procedures may result in disciplinary action up to and including termination.



City of Meridian
Standard Operating Procedure
Number 6.2.6

Mobile Devices

Purpose:

To set forth the City's procedures for the use of personal and City owned mobile devices, taxable allowance for personal mobile devices, and email used on mobile devices. Throughout this procedure the term "mobile device" includes cellular phones, smartphones, tablets, etc.

Procedures and Related Information:

I. Use at Work

- A. While at work employees are to exercise the same discretion in using personal mobile devices as they do for City-owned devices. Excessive personal calls, texting, or other mobile device use during the workday, regardless of the device used, can interfere with employee productivity and be distracting to others. Therefore, excessive personal use, regardless of the device used, during an employee's workday is prohibited. Flexibility may be provided in circumstances demanding immediate attention.
- B. If the employee does not use an assigned City owned device in a 90-day period, the device shall be returned to the Finance Department and service deactivated.

II. Management

- A. Some employees may need to use mobile devices to conduct legitimate City business. Departments shall evaluate the necessity for the levels of mobile device service each employee's job requires, if any.
- B. Departments shall be responsible for oversight of employee mobile device usage and shall monitor and review such usage to ensure the use is appropriate.

III. Services / Devices

- A. The City shall purchase up to one mobile device and if needed, one cellular plan per employee to meet the operation needs of the City. Public Safety and Senior Management may have exceptions if the business case deems it appropriate and if approved by department director or designee.

IV. Mobile Device Taxable Allowance

- A. Department Directors or designee may provide a mobile device taxable allowance at their discretion to employees that are required to regularly use his or her personal mobile device for work purposes.

- B. The City will pay a monthly taxable allowance amount of up to \$30.
- C. Monthly taxable allowance is applicable for only 1 (one) personal device.
- D. Taxable allowance only applicable for cell and/or data service.
- E. Taxable allowance only allowable if employee does NOT have a City owned mobile device (except in the event of acceptable multiple devices) and if subject to approval by Finance.

V. Personal Mobile Device

- A. The employee is responsible for the purchase of his or her mobile device service, mobile device, replacements, accessories, warranty, insurance, early termination fees and activation fees. An employee receiving a taxable allowance for personal mobile device use for City business in accordance with this regulation will be expected to maintain the mobile device in working order and available for City business as needed and as reasonably expected.
- B. The City will not be liable for damage or loss of personal mobile devices brought into or used in the workplace.
- C. The employee is responsible for the administration and payment of all personal mobile device bills and will in no way create financial liability for the City beyond the amount agreed to by the Department Director or designee.

VI. City Owned Mobile Device

A. Personal Use of City Owned Mobile Devices

- 1. The City may issue a mobile device to an employee for work-related communications. Minimal personal use is permitted, but employees will be required to reimburse the City if such personal use results in overage charges.
- 2. Failure to reimburse the City for the cost of overage charges due to personal use of a City owned mobile device will result in tax liability for the employee, as well as possible disciplinary actions up to and including termination.

B. Separated Employees

- 1. It is the responsibility of the Department Director (or designee) to retrieve devices from separated employees, including credentials for said device, and return the device to Finance or IT. If the device is locked, the department may be charged to replace the device.

2. Upon resignation or termination of employment or at any time upon request, the employee will be asked to present the assigned City owned mobile device to the City.
3. Employees unable to present the City owned mobile device in good working condition within the time period requested (for example, 24 hours) will be expected to bear the cost of replacement at the City's current discounted cost for replacement. Failure to reimburse the City for the cost of the mobile device will result in a garnishment on the employee's final paycheck for the current replacement cost of the mobile device.

C. Device Acquisition / Selection

1. Finance (cell phones) and IT (all other mobile devices) are the responsible parties for acquiring City owned mobile devices.

D. Upgrades / Replacements

1. The City will upgrade City mobile devices no earlier than every two years if necessary, unless there are financial incentives to do so earlier and no other negative financial impact to the City or if IT determines there is a technical need to upgrade earlier. Mobile device upgrades will be executed at the lowest cost to the City for comparable devices.

E. Device Management

1. IT does not manage backups for City owned cell phones. To ensure data is not lost, the employee shall backup their device regularly.
2. Employees shall use a City email address for any account or service associated with the device.
3. Employees shall upgrade cell phone software regularly. Automatic updates shall be turned on.
4. Cell phone activations shall be handled by Finance.

F. Loss, Damage, or Theft

1. Employees in possession of City owned mobile devices are expected to protect the mobile device from loss, damage or theft.
2. Repeat damage or loss of mobile devices shall be at the employee's expense when the Department Director or designee deems necessary.
3. If an incident occurs, the employee is required to notify IT as soon as possible. IT will permanently erase (remote wipe) all data on the device to protect City

systems. This applies to City employee's personal device(s), if the personal device has access to City systems, such as email.

4. The City will replace City mobile devices damaged beyond repair when deemed necessary by Department Director or designee and is subject to approval by Finance or IT. The City will replace damaged mobile devices with comparable mobile devices at the lowest cost available at the time of replacement. Any requests for mobile device replacements that exceed the lowest cost available will require Department Director (or designee) and IT approval, and must have an available line item budget for the additional costs.

G. Mobile Device Accessories

1. The City may provide 1 (one) power outlet mobile device charger, 1 (one) automobile mobile device charger, and 1 (one) mobile device case upon original issuance of mobile device. All other needs or changes for mobile device accessories will be at the cost to the assigned employee and will not create any additional costs to the City.
2. The City will replace any damaged power outlet mobile device charger or automobile mobile device charger upon receipt of the damaged item with a comparable item at the lowest cost to the City.
3. Repeat damage or loss of mobile device accessories shall be at the employee's expense when the Department Director or designee deems necessary.

VII. Overages

- A. Any data use that incurs overage charges is subject to review. Any data use that incurs overage charges that is not substantiated as business use will be reimbursed to the City by the employee.

VIII. Monitoring and Privacy

- A. The City monitors the use of City owned mobile devices to ensure that these resources are used effectively, appropriately, legally, and in accordance with the City's policies and regulations. The City may monitor randomly, in response to a particular problem, or, in some cases, continuously. The City reserves the right to inspect any and all information stored on or in mobile devices. The City also reserves the right to inspect any and all messages and data sent and received. The City may also choose or be required to publicize this data.
- B. Employees using mobile devices expressly waive any right of privacy in anything they create, store, send or receive on a City mobile device or through the City provided Internet, other computer network and/or any other City resources.

- C. Employees should not consider any electronic communication, media or services to be private. Although mobile devices can be protected by passwords, employees should not assume that the passwords provide them with privacy or ownership of their mobile device account or the records within it.
- D. The City can use Mobile Device Management (MDM) solution on City owned mobile devices. Removal of MDM software is prohibited.

IX. Safety

- A. Employees who use mobile devices for City business, regardless of how the devices are issued and funded, are required to read and follow the City of Meridian Policy 6.2.1 - Use of City Vehicles.

X. Email for Mobile Devices

A. IT Support

1. The IT department will support email on mobile devices via Exchange Activesync.
2. iTunes will NOT be installed for or as part of any email set up for mobile devices.
3. Rooted or jail-broken (or otherwise altered from the manufactured state) devices are NOT permitted.

B. Disclaimers

1. Note that if your phone is compromised or at risk, it will be blocked from being able to connect to City email.
2. If you choose to sync contacts on an iPhone, it will give you an option to keep on your phone or delete them. Make sure you keep them unless they are no longer needed.

- C. Password Requirement - By connecting a mobile device to Exchange ActiveSync, you agree that the email system will place a policy on your phone that will require you to password protect your phone. This policy will also grant the City the ability to remote wipe your phone in the event it is lost or stolen (meaning all data on the phone would be lost).

- D. Remote Wipe - By syncing your mobile device to the Exchange ActiveSync server, the IT department will gain the ability to remotely wipe all data from your mobile device. Remote Wipe shall only be used if your mobile device is lost or stolen.

E. Password Resets - If you set up your mobile device to access your email, keep in mind that whenever you change your City password, you will also need to change it on your mobile device. If you do not, you may be locked out of services.

F. Police Department Requirements

1. Only Apple devices shall be used with City email.
2. Device must be encrypted (will be encrypted by turning on password requirement).
3. City owned devices only.



City of Meridian
Standard Operating Procedure
Number 6.2.7

Use of the Fitness Facility in City Hall

Purpose:

To set forth the City's procedures regarding the use of the Fitness Facility in City Hall.

Procedures and Related Information:

- I. All use of the Fitness Facility is at the employee's own risk. Any sustained injuries from use of the facility or its equipment should be reported to Human Resources. However, they are not compensable under Worker's Compensation Insurance. Sworn police officers and represented members in the Fire Department who are required to exercise while on duty and injure themselves may be covered by Worker's Compensation.
- II. Safety in using the Fitness Facility is of the utmost importance. Employees are encouraged to only use the Fitness Facility if they have been properly trained. Training classes may be offered periodically. All proper methods of sanitizing the equipment and using the appropriate hygiene methods for the use of this equipment must be followed. Sanitizing products will be provided by the City. Directions for sanitizing and use of the equipment will be available in the Fitness Facility. Failure to do so may be cause to suspend an employee's ability to use the Fitness Facility.
- III. Maintenance of the equipment will be performed by the City.
- IV. Employees are allowed to use the facility during non-work hours, such as before work, lunch break, or after work. Use of the facility during work hours is not prohibited, however such use shall not impact an employee's productivity nor otherwise interfere with City business. Excessive use during work hours in the judgment of the supervisor and department director or designee, in conjunction with Human Resources, may result in suspension from the facility and/or disciplinary action, up to and including termination.
- V. Locker rooms are considered part of the Fitness Facility and shall be kept in orderly and sanitary condition by all users.
- VI. Employees shall report malfunctioning equipment, any unsanitary conditions, or misuse of the facility or locker rooms, including any suspicious or inappropriate behavior to Human Resources.



City of Meridian
Standard Operating Procedures
Number 6.3

Training and Development

Purpose:

To set forth the City's procedures regarding support for employee in job-related development and training efforts.

Procedures and Related Information:

I. Job-Related Required Training

- A. The City shall pay for all training that is required to maintain qualifications for performing assigned job duties. Department directors shall be responsible for ensuring that all necessary funds are available for required training. Scheduling of required training is at the discretion of the department director so as to best meet operational and staffing needs.

City-sponsored or required training shall generally be arranged during regularly scheduled work hours. A department director may change the standard work hours to accommodate required attendance at such training activities. Such required training shall be recorded as time worked within the meaning of these procedures. Non-exempt employees required to attend training outside regularly scheduled work hours may be eligible for overtime pay.

II. Job-Related Discretionary Training

- A. The City supports job-related training and development programs that are designed to improve the employee's performance in his/her current duties or in developing new job-related skills and abilities. Employees may approach their supervisors regarding training opportunities, or supervisors may require employee attendance at additional training and development courses and activities.
- B. Where employees request job-related training, it shall be the decision of the department director to approve such training. Approval for training is at the sole discretion of the department director and in conformance with City budgetary guidelines.
- C. Employees attending training programs sponsored or required by the City during regularly scheduled work hours will be compensated at their regular rate of pay. If training is held outside the City limits, employees are eligible for reimbursement for expenses consistent with the City's travel reimbursement policy.

III. Non-Job- Related Discretionary Training

- A. Employees are encouraged to seek training and development opportunities that contribute to their personal growth and development. As such, the City may support an employee's attendance to non-required, non-job-related training programs by allowing vacation or in some instances, unpaid time off may be approved if no vacation time is available to attend such training if approved by the immediate supervisor and department director. Departments may consult with Human Resources for information regarding discretionary training.
- B. The cost of the training will not typically be paid for by the City unless pre-approved by the department director in conjunction with Human Resources. Employees must pay for all related training costs unless otherwise authorized.
- C. Employees will not receive compensation for time spent in discretionary training conducted outside normal work hours.



City of Meridian
Standard Operating Procedures
Number 6.4

Absenteeism and Tardiness

Purpose:

To set forth the City's procedures regarding absenteeism and tardiness expectations for City employees.

Procedures and Related Information:

- I. The City of Meridian expects all employees to assume diligent responsibility for their attendance and to report to work on time. Recognizing, however, that illnesses and injuries may occur, the City has established paid leave policies and benefit plans to compensate regular full-time employees for certain time lost for legitimate medical reasons, including time off to secure necessary treatment for a disability. Please consult the appropriate policies for information regarding these benefits.
- II. Employees are expected to communicate with their supervisor at least ½ hour in advance of any absence or tardiness. Supervisors have the discretion of selecting their preferred method of communication for employees to use for this purpose and should advise their employees accordingly. (Examples include phone call, email, text, etc.).
- III. Excessive absenteeism causes problems in providing an adequate, qualified workforce to meet the City's obligations. The City intends to make reasonable efforts to find alternative solutions to this problem including possible eligibility for a leave of absence, but it may become necessary to reassign, demote, or terminate and replace an employee so that dependable regular full-time and part-time help is available. Such action will generally only be taken after alternatives have been explored. The City will afford reasonable accommodation (unless it becomes an undue hardship) to a qualified employee with a disability, or for an employee's religious beliefs. These procedures are not applicable to employees on state or federal military, or family medical leave.
- IV. Employees who fail to report to work for three (3) consecutive workdays without notifying the City will be deemed to have voluntarily quit.
- V. Absenteeism or tardiness that is unexcused or excessive in the judgment of the department director is grounds for disciplinary action, up to and including termination.



City of Meridian
Standard Operating Procedures
Number 6.5

Bulletin Boards

Purpose:

To set forth the City's procedures regarding posting announcements or activities on City provided bulletin boards in City facilities.

Procedures and Related Information:

- I. Human Resources in conjunction with department directors or designee shall ensure that each facility has a bulletin board with properly posted State and Federal laws and City-related announcements and information so that employees have a consistent point of reference.
- II. Information of special interest to all employees may be posted on the City's bulletin boards. Employees may not post any information on these bulletin boards without authorization from the department director or designee.
- III. No personal or outside vendor or business information or solicitation is to be placed on City bulletin boards.



City of Meridian
Standard Operating Procedures
Number 6.6

Driver's License Requirements

Purpose:

To set forth the City's procedures regarding driver's license requirements for positions that require a valid driver's license as a normal part of job qualifications.

Procedures and Related Information:

- I. For certain City positions, an employee may be required to have and maintain a valid current Idaho driver's license or valid Commercial Driver's License (CDL) with a Class A or B endorsement. All employees shall be required to have or obtain a valid, current Idaho Driver's License within 30 days of their hire date.
- II. If an employee's license is revoked, suspended, or lost, or in any other way not current, valid, or in the employee's possession, the employee shall promptly notify his/her supervisor and/or department director or designee and will be immediately suspended from driving duties. The employee may not resume driving until proof of a valid, current license and the reason for change in licensure status is provided to his/her supervisor or department director or designee. Depending on the duration of license suspension, revocation, or other inability to drive, an employee may be subject to disciplinary action, up to and including termination.



City of Meridian
Standard Operating Procedures
Number 6.7

Emergency Closure

Purpose:

To set forth the City's procedures regarding emergency closure practices of City facilities and/or services due to emergency conditions or unusual weather.

Procedures and Related Information:

- I. In the case of emergency closures following the start of the workday, certain non-essential personnel may be sent home as directed by the Mayor or City Council if the Mayor is not available. When possible, affected employees will be given the opportunity to work remotely or perform other tasks not usually associated with their normal duties at no loss in pay. If remote work or other assignments are not available, employees will be sent home with pay.
- II. If the decision is made to curtail City services prior to the start of normal business operations, every effort will be made to notify affected employees before the start of their regularly scheduled reporting time. Supervisors who become aware of the intent to close facilities shall be responsible for contacting employees under their supervision.
- III. During times of inclement weather or natural disaster, it is essential that the City continue to provide vital public services (e.g., fire, police, water, etc.). Unless otherwise notified, employees are expected to make every reasonable effort to report to work without endangering their personal safety.
- IV. Employees unable to report to work due to the weather, or employees who leave early because of unusual weather conditions, may charge time missed to vacation leave provided the employee has accrued vacation leave time. The employee must notify his/her supervisor within ½ hour or as soon as possible for late arrival or early departure due to weather conditions.



City of Meridian
Standard Operating Procedures
Number 6.8

Nepotism

Purpose:

To set forth the City's procedures regarding when immediate family members, as defined below, of current City employees, elected officials, or appointed officials may be employed.

Procedures and Related Information:

- I. For purposes of these procedures, "immediate family" includes:
 - A. Spouse, child, step-child, parent, step-parent, brother, sister, step-sibling, "in-law" relatives, grandparent or grandchild of the employee; or
 - B. Any other member of the employee's immediate household, including the employee's domestic partner and his/her children or relatives as referenced above.
- II. The immediate family of current City employees and elected or appointed officials will not be employed by the City where:
 - A. One of the parties would have the authority to supervise, appoint, remove, or discipline the other;
 - B. One party would handle confidential material that creates improper or inappropriate access to the material by the other;
 - C. One party would be responsible for evaluating the work of the other;
 - D. Other circumstances exist that might lead to real or perceived potential conflict among the parties or conflict between the interest of one or both parties and the best interests of the City.
 - E. These will also be considered when assigning, transferring, or promoting an employee related by blood, marriage, or adoption to any other employee.
 - F. In conformance with the Conflict of Interest Standard Operating Policy and Procedures, no one may be employed by the City who is related within the first degree of consanguinity to an employee of the Mayor's Office, City Attorney's Office, Finance Department, Information Technology or Human Resources, or any directors of a City Department. This shall include relationships created by blood, marriage, or adoption.
 - G. The Human Resources Director in consultation, if needed, with the City Attorney shall be empowered to act to assist departments in identifying and eliminating nepotism including

conflicts of interest whenever possible. The Mayor and City Council may agree to jointly waive said conflict. This procedure shall not apply to the City's Youth-Work-Life Skills program.

III. Employees Who Marry or Co-Habitate in a Domestic Relationship

- A. Employees shall inform their immediate supervisor when employees marry, become related in an immediate family relationship as defined above, or begin sharing living quarters with one another with the intention of forming a domestic relationship.
- B. A supervisor upon receipt of employee notification shall immediately inform the department director and Human Resources who will determine if the potential problems noted above exist or could exist. If so, only one of the employees will be allowed to remain in the same department or work unit.
- C. Where possible, one or both of the affected employees will be given the option to transfer to another position in the City for which he/she is qualified. Where transfer is not an option, one of the affected employees will have to resign or be terminated. The affected employees may be given the opportunity to decide between themselves which employee will transfer or resign.
- D. The decision must be made within thirty (30) calendar days of the date they marry, become related, or begin sharing living quarters with each other. If no decision is made during this time, the Human Resources Director in consultation with the department director, City Attorney, and Mayor, where appropriate, will make the decision based on the best interests of the City.



City of Meridian
Standard Operating Procedures
Number 6.9

Safety

Purpose:

To provide guidelines regarding the safety and well-being of employees, as well as to outline the procedure should any unsafe practice be reported or accident/injury take place.

Procedures and Related Information:

I. Commitment to a Safe Work Environment

- A. It is the policy of the City to comply with federal and state laws, rules and regulations, and to provide a work environment as free as practicable from health and safety hazards.
- B. The City believes most accidents are preventable, and it is committed to finding new ways to prevent injuries and accidents. Each department shall develop safety procedures in order to minimize and avoid on-the-job injuries and accidents.
- C. Supervisors and department directors, or designees shall be responsible for leadership of safety programs, developing proper safe work procedures, and enforcing all safety rules, including the maintenance of a safe working environment.
- D. Employees are responsible for adhering to all safety procedures, using safety equipment in the proper manner, and continuously employing safe work practices. It is the employee's responsibility to inform their supervisor immediately of any hazardous or unsafe working situation or condition. Any continuing or pervasive hazardous or unsafe working conditions should be reported to the department director or designee, Human Resources or designee, or the Compliance and Ethics Help Line.
- E. Any questions concerning safety procedures should be directed to the supervisor or department director.

II. On-the-Job Injuries/Workers' Compensation

- A. All employees are covered by the State Workers Compensation program. This insurance covers employees in case of on-the-job injuries or job-related illnesses. In the event of an on-the job injury, certain forms and procedures are required.

B. Reporting On-the-Job Injuries

1. Regardless of the severity of an injury, employees are required to report all job-related accidents to their supervisor within their work shift, but in no circumstance later than the next business day.
 2. During working hours, all employees sustaining an injury should be directed to St. Luke's Occupational Health Services for general and police or Emergency Responders for fire for treatment, except in the case of an emergency. The supervisor or department director is required to submit the First Report of Injury form to the Human Resources within five (5) working days or as soon as practicable to allow filing of worker's compensation claims in the proper manner. All on-the-job injury reports shall be maintained in a separate medical file in Human Resources.
 3. If an employee is disabled temporarily by an on-the-job accident, he/she shall use sick and/or vacation leave until such time as the claim is approved. Once the claim is approved, the employee will receive any used leave back and any time loss associated with the claim will be paid 100% by the City. Return to employment will be authorized on a case-by-case basis upon consultation with the physician, department director, Human Resources, and the State Insurance Fund.
 4. Time lost for more than three (3) working days for general and police employees or (6) work shift for twenty-four-hour employees or (10) consecutive days for forty-hour fire union employees shall be charged against the twelve (12) weeks of leave provided for in the Family and Medical Leave Act whether or not the employee requests FMLA.
 5. Workers Compensation provisions for represented employees in the Fire Department shall be governed by the provisions of the collective labor agreement.
- C. Any questions concerning completion of forms, workers compensation benefits, or processes should be directed to Human Resources.



City of Meridian
Standard Operating Procedures
Number 6.10

Political Activities

Purpose:

To set forth the City's procedures regarding when City employees and City volunteers can be involved in political activities.

Procedures and Related Information:

- I. It is in the best interest of the City, in the administration of its duties and responsibilities, that City employees and City volunteers maintain at all times neutrality regarding any election, whether it is federal, state, municipal, or any government subdivision of the State of Idaho during their working hours and at all other times the City employee and City volunteer is on active duty, is wearing a City uniform, and/or is otherwise representing the City and its interests.
- II. Prohibition of Electioneering
 - A. Definition of Electioneering:

The act of campaigning to influence the result of an election in favor of a particular candidate or party.
 - B. No City employee nor City volunteer shall engage in any electioneering, regarding any election whether federal, state, and municipal or any government subdivision of the State of Idaho. These procedures apply to any City employee or City volunteer during working hours or at any other time he/she is on active duty, is responding to a call, and/or is wearing a City uniform (but not including on-call time where the employee is off City premises and not in uniform). This includes, but is not limited to, telephone calls, personal conversations, faxes, email, and/or any other communications; the circulation of cards or handbills of any kind; the soliciting of signatures to any kind of petition for candidacy or election question; and/or the use of City vehicles for the placement thereon of any related bumper stickers, placards, or signs.
- III. These procedures shall not be interpreted to include activity of providing information regarding City elections to the public pertaining to bond issues or other elections which are revenue elections submitted by the City to the voters, nor do these procedures pertain to prescribed duties of City employees in the conduct of any City election.
- IV. Violation of these procedures may result in disciplinary action, up to and including termination.



City of Meridian
Standard Operating Procedures
Number 6.11

Gifts & Gratuities

Purpose:

To set forth the City's procedures regarding when City employees, appointed, and elected officials may accept gifts, money, and/or gratuities from outside organizations or individuals.

Procedures and Related Information:

- I. City employees are prohibited from soliciting or accepting gifts, money, and/or gratuities from organizations, vendors, contractors, or their agents in value over \$50 in accordance with local, state, and federal guidelines and laws.
- II. Each employee, appointed, and elected official is responsible for tracking and reporting gifts and gratuities in excess of \$50 from outside vendors, organizations, contractors or others that are received in the capacity of a City employee, appointed, and/or elected official in accordance with local, state, and federal guidelines and laws. Employees and appointed officials shall report these to their supervisor and elected officials shall report them to the City Attorney.
- III. Human Resources, in conjunction with supervisors and department directors, are responsible for enforcing this policy at the department level. The City Attorney shall be consulted for matters involving the Mayor, City Council, and appointed officials.
- IV. Employees in the Police and Fire departments should refer to the department's standard of operation procedures.
- V. This section does not apply to campaign contributions.
- VI. Exception:
 - A. For purposes of these procedures, prohibited gifts and/or gratuities do not include prizes that are:
 1. Won in a contest or event unrelated to the employee's official duties;
 2. Won in a truly random drawing; or
 3. Won in a contest or event open to the public.



City of Meridian
Standard Operating Procedures
Number 6.12

Solicitation

Purpose:

To set forth the City's procedures regarding non-work-related solicitation in the workplace.

Procedures and Related Information:

- I. Most forms of selling and soliciting are inappropriate in the workplace. They can be an intrusion on employees and citizens, and may present a risk to employee safety or to the security of the City or employee property. Therefore, persons not employed by the City may not at any time solicit, survey, petition, or distribute literature on City premises that are generally not open to the public. This includes persons soliciting for charities, salespersons, questionnaire surveyors, labor union organizers, or any other solicitor or distributor.
- II. The Mayor may make exceptions to this rule in special circumstances where the City determines that an exception would serve the best interests of the organization or its employees.
- III. Employees may not solicit for any purpose during work time. Reasonable forms of solicitation are permitted during non-work time, such as before or after work or during meal or break periods. Employees who are on non-work time may not solicit other employees who are on work time. Employees may not solicit for any purpose during work time or in work areas.



City of Meridian
Standard Operating Procedures
Number 6.13

Outside Employment

Purpose:

To set forth the City's procedures for employees regarding outside employment in addition to their duties and responsibilities for their employment at the City.

Procedures and Related Information:

- I. The City of Meridian does not prohibit an employee from working a second job as long as such employment does not interfere or conflict with the employee's regularly scheduled City job responsibilities or the employee's ability to meet City job expectations.
- II. Employees are required in advance of accepting or conducting outside employment to notify their director and supervisor, or Mayor, if outside employment involves a director, in writing using the City of Meridian Outside Employment Form. Notification should include, but not be limited to, a detailed description of the outside employment responsibilities and expectations, work hours, and any other obligations of the outside employment. Upon receipt of the notification, the supervisor and department director will approve or deny the request. In cases where outside employment may directly or indirectly interfere or conflict with City employment, or the director or supervisor is concerned about potential negative effects on City employment, the request will be denied.
- III. The department director or designee, or if the employee is a director the Mayor, shall determine whether the outside job interferes or conflicts with the employee's City job responsibilities. Supervisors shall communicate with employees should outside employment appear to negatively impact the performance of their City position in order to find ways to improve performance. In cases where employees have been warned about poor performance, additional disciplinary action may result, up to and including termination.
- IV. Employees engaged in outside multi-level marketing employment do not need to provide notification provided they do not hold a leadership role and can fulfill their responsibilities and expectation outside of city employment work hours. Employees may only solicit in accordance with the Solicitation Policy and Procedures 6.12.
- V. All written approvals for outside employment shall be forwarded to Human Resources to be placed in the employee personnel file.



City of Meridian
Standard Operating Procedures
Number 6.14

Appropriate Clothing Attire for Work Purposes and Procurement

Purpose:

To set forth the City's procedures regarding appropriate employee attire for the workplace and the use of City funds for the procurement of work clothing and uniforms.

Procedures and Related Information:

- I. The department director or designee should establish dress code guidelines consistent with the policy and appropriate for their department and ensure the guidelines are communicated to their department employees. Upon receipt of a complaint of an employee's inappropriate attire, the department director or designee should attempt to resolve the matter, including sending the employee home to change into department-appropriate attire if required. Human Resources may be consulted, if necessary, to help resolve. Repeated non-compliance may lead to disciplinary action, up to and including termination.
- II. As authorized by the department director or designee, all clothing purchased with City funds must be practical and appropriate for the job being performed. Clothing should be inscribed to indicate the employee is an employee of the City of Meridian.
- III. Employees are to take reasonable caution in the cleaning and maintenance of all supplied clothing.
- IV. If clothing or uniforms are supplied, the employee is required to wear the provided clothing or uniform in accordance with departmental policy and procedures or as set by the department director. If clothing is worn or destroyed sooner than normal, the employee will be responsible for replacement. Exceptions must be approved by the department director.
- V. Upon separation from employment, the City reserves the right to request the return of all usable issued items and may withhold the value of the items to be returned from the employee's final paycheck until all items are returned.
- VI. Department Specific Guidelines
 - A. Administrative Staff for all Departments
 1. Employees may be issued shirts that are required to be worn. Alternatively, office and administrative staff in all departments of the City may request to purchase City of Meridian logo clothing at the discretion of the department director, but it may not exceed funds budgeted for "employee incentives" annually. The employee may have the option to apply this designated amount to

a larger purchase, with the difference being paid by the employee. The City logo may only be placed on articles of clothing that are appropriate for the workplace.

B. Fire Department

1. Uniform and dress requirements for all Fire Department personnel are detailed in Meridian Fire Department Policy.

C. Parks & Recreation Department

1. Employees may be issued shirts, sweat shirts, and other outer wear, such as coats and overalls.
2. Overalls and other outerwear are exempt from the safety color requirement. The director may authorize other clothing type that is work related to the position of the employee. Employees are provided with City logo hats.

D. Police Department

1. Uniform and dress requirements for all Police Department personnel are detailed in the Meridian Police Department Policy and Procedure, Chapter II, Section 3 Uniform and Equipment.
2. All sworn officers receive a clothing allowance per year and are allocated additional chits for dry cleaning; initial uniforms and equipment are purchased and supplied by the department on hire.
3. Non- sworn personnel are governed by the section on administrative staff.
4. All clothing allowance is paid directly to the employee and is taxed.

E. Public Works Field Inspection Personnel

1. Employees may be issued shirts, sweat shirts, and other outer wear, such as coats and overalls.
2. Overalls and other outerwear are exempt from the safety color requirement. The director may authorize other clothing type that is work related to the position of the employee. Employees are provided with City logo hats.

F. Waste Water Treatment Plant and Water Department

1. Employees may be issued shirts, sweat shirts, and other outer wear, such as coats and overalls.
2. Overalls and other outerwear are exempt from the safety color requirement. The director may authorize other clothing type that is work related to the position of the employee. Employees are provided with City logo hats.



City of Meridian
Standard Operating Procedure
Number 6.15

City Hall Employee Parking Permits

Purpose:

To set forth the City's procedures regarding issuance of a City Hall Employee Parking Permit.

Procedures and Related Information:

- I. City Hall Parking Lots - For purposes of these procedures, City Hall parking lots are referred to and located as follows:
 - A. SOUTH Lot - The parking lot located on the south side of City Hall.
 - B. FRONT Lot - The parking lot located in front of City Hall (bordered by Broadway and Main).
 - C. WEST Lot - The parking lot bordered by Meridian and Broadway.
 - D. BOWER Street Lot – The parking lot located on Meridian and E. Bower.
- II. The SOUTH Lot and WEST Lot are referred to as “designated City Hall employee parking lots” in these procedures.
- III. Availability of any leased parking lot locations may be subject to change depending on lease arrangements.
- IV. Issuance of Parking Lot Permits
 - A. The Human Resources Department shall issue to each full– and part-time employee whose primary work location is City Hall one (1) City Parking Permit only to be used in designated City Hall employee parking lots.
 - B. Employees may purchase a second City Hall Employee Parking Permit for a fee.
- V. General Rules and Guidelines for Use of Designated City Hall Employee Parking Lots
 - A. Parking in designated City Hall employee parking lots shall require a City Hall employee Parking Permit between 7:00 a.m. and 6:00 p.m., Monday through Friday, excluding City Holidays.
 - B. Permits must be visibly displayed on the windshield side of the vehicle's rearview mirror.

- C. Employee-owned trailers, motor homes, recreational vehicles, or vehicles with a GVWR greater than twelve thousand (12,000) pounds may only be parked temporarily in the WEST Lot.
- D. Any sale, barter, alteration, or duplication of a City Hall Employee Parking Permit is prohibited.
- E. No contract or seasonal employee will receive a City Hall Employee Parking Permit. Department Directors or designees may request a permit for such employee if it is necessary for the performance of such employee's job.
- F. All City fleet vehicles should be parked in their assigned spaces or in the designated location for fleet parking. (City Hall FRONT Lot or BOWER Street Lot). Where no assigned space is provided, fleet parking is available, in the FRONT Lot in stalls along Main St., if possible.
- G. Marked emergency vehicles for Police and Fire may park in the FRONT Lot without a City Hall Employee Parking Permit.
- H. If an employee forgets his or her City Hall Employee Parking Permit, he or she may request from Human Resources a temporary permit for the day.
- I. If a City Hall Employee Parking Permit is lost or missing, the employee must report such loss to Human Resources and will be issued a new permit after paying the appropriate fee. Damaged or worn out permits may be replaced for no charge.
- J. Failure to display a City Hall Employee Parking Permit may cause the vehicle to be ticketed. The employee shall be solely responsible for any costs associated with such ticket.
- K. At times, certain employees may be required to park in the FRONT Lot and will be so instructed by Human Resources.
- L. Employees visiting City Hall from other work locations may park in the FRONT Lot, but only with a One-Day Special Parking Permit, and only for the duration required for their, meeting, training, etc.
- M. Abuse or repeated violations of the City Hall Employee Parking Permit policy and these procedures may be grounds to rescind the employee's City Hall Employee Parking Permit.



City of Meridian
Standard Operating Procedure
Number 6.16

Employee Identification/Prox Cards

Purpose:

To set forth the City's procedures regarding employee identification/prox cards (ID card) that must be worn and visible at all times while working.

Procedures and Related Information:

- I. Human Resources will issue employee ID/Prox Cards on the first day of employment.
- II. The Police Chief or designee shall issue the ID and ID/Prox cards to Police personnel.
- III. Employees shall visibly display their ID or ID/Prox Card at all times and when the employee is on duty and if requested by another member of the public to see the card shall show it to them.
- IV. Exemptions from wearing the ID or ID/Prox card may be approved by the department director for safety purposes, such as undercover police officers, firefighters in turn-outs, maintenance personnel, etc.
- V. Employees must wear their ID or ID/Prox card in City Hall at all times, unless exempted.
- VI. Employees may not put pins in or poke holes into the cards.
- VII. If an employee forgets their ID/Prox card, they may request a temporary for the day. A continuing need for a temporary may be referred to the employee's supervisor.
- VIII. Employees may get a replacement for a lost ID card or ID/Prox card and pay the appropriate charge.
- IX. Damaged, stolen, or worn out cards may be replaced for no charge.
- X. The City may, at its discretion, require the employee to acquire a new card due to changes in the employee's appearance. In this instance there would be no charge to the employee.
- XI. The employee's supervisor, department director, Human Resources Director, or the Mayor may demand the surrender of an ID or ID/Prox card.
- XII. If an ID or ID/Prox card is lost, stolen, or surrendered for any purpose as described in these

procedures, Human Resources must be notified immediately.



City of Meridian
Standard Operating Procedure
Number 6.17

Requests for Public Records or Information

Purpose:

To set forth the City's procedures regarding employee response to requests for public records or information.

Procedure and Related Information:

These procedures are meant to provide a consistent, statutorily-compliant process for employees to follow in replying to a request from a member of the public for public records maintained by the City during the course of conducting its business.

Under the Idaho Public Records Act (Idaho Code sections 74-105 through 74-126), there is a presumption that all public records may be examined and copied by any person. Upon receipt of a request for a public record, whether such request is made in writing, verbally, or by email, the City must respond to the request within three working days. The City may grant the request, deny the request, or notify the Requestor that more time is needed to respond. (Idaho Code section 74-103).

Decisions regarding the release of public information, public records, or other information in the custody of a public official are to be made by the City Clerk's Office, the official custodian of all City records pursuant to State law. These procedures establish a timely, consistent, and statutorily compliant process for handling all public records requests received by the City, whether received by the City Clerk's Office or by any other City department. These procedures apply to all City employees and departments, with the exception of the Meridian Fire and Police Departments and their employees, to the extent that these departments have a specific, pre-existing public records disclosure policy in place.

I. Intake of Public Records Requests; Time Computation by Law

From the date a request for public records or information is received, the City has only three working days to respond to the request. The three-day time limit does not include the date of the receipt of the request, but it does include the last day. Saturdays, Sundays, and holidays on which the City is closed are not included in the three-day time limit. (See Idaho Rules of Civil Procedure Rule 6(a)). As to requests received after 5:00 p.m., the date of receipt shall be the next working day.

A. Written Requests for Public Records.

Upon receiving a written request for documents or information, whether by mail, email, fax, on-line, or personal delivery, employees shall route the request to the City Clerk's Office as soon as possible, but no later than 5:00 p.m. on the same day of its receipt. Though the City must respond to a request submitted to any

department and received in any written form, for purposes of clarity and efficiency, the public should be encouraged to submit requests in writing and directly to the City Clerk's Office using the Public Records Request Form, which is available in the City Clerk's Office and online at the City's website.

B. Oral Requests for Public Records.

Upon receiving an oral request for documents or information, employees may immediately provide such documents or information only if all of these factors are present:

1. The requested document or information is subject to disclosure under the Idaho Public Records Act. If there is any question as to whether a record is subject to disclosure, employees should inquire with the City Clerk's Office;
2. Such documents or information are immediately accessible to the employee;
3. No research or analysis is requested or required; and
4. No more than ten (10) paper copies are provided in response to the oral request.

If an oral request for public records does not meet all of the above criteria, the employee receiving the request shall encourage the Requestor to submit a written request directly to the City Clerk's Office, preferably using the Public Records Request On-Line Form.

II. Processing of Public Records Requests

Following receipt of a written request, any and all of the City's communication with the Requestor should come from the City Clerk's Office. Questions, concerns, and/or follow-up communications, whether from the employee referring the Requestor to the City Clerk, or from the Requestor him/herself, should be routed to the City Clerk's Office in order to ensure that there is a consistent, centralized line of communication between the City and the Requestor.

A. City Clerk Notifies City Attorney and Department Retaining Records

Upon receipt of a request for public records or information, the City Clerk shall promptly: (1) provide the City Attorney or designee a copy of the public records request, and (2) request the records from the department responsible for retaining the requested documents or information. The City Clerk will inform such department of the date and time by which it must copy and return the responsive materials to the City Clerk's Office.

It is essential for employees to understand that time is of the essence in providing a response to a public records request. By law, the City has only three working days from the date the request is received to respond to the request. (Idaho Code section 74-103.)

B. Further, unless otherwise expressly directed by the City Clerk's Office or the City Attorney's Office, no employee shall redact, modify, edit, omit, destroy, or censor any document or information that is responsive to the request. Employees may discuss with the City Clerk and/or City Attorney any concerns regarding personal, sensitive, irrelevant, or exempt information known to be contained in any responsive record.

C. Department Attempts to Locate Records

Upon receipt of a request from the City Clerk, the department retaining the requested record shall identify which of the following procedures is applicable, and comply accordingly.

1. DEPARTMENT ACTION 1:

The department shall promptly reproduce and provide copies of the responsive materials to the City Clerk's Office if:

- a. The department is able to locate, reproduce, and provide copies of the responsive materials to the City Clerk's Office within the designated time period, and
- b. Locating and retrieving the responsive records will require less than one (1) hour of staff time, and
- c. The responsive records are less than one hundred (100) or more pages in length.

Upon receipt of the responsive materials from the department, the City Clerk's Office shall seek City Attorney review as set forth below prior to sending the response to the Requestor.

2. DEPARTMENT ACTION 2:

The department shall immediately provide an estimate of staff time needed and number of pages that will comprise the response if:

- a. The department is able to locate, reproduce, and provide copies of the responsive materials to the City Clerk's Office within the designated time period, and
- b. Locating and retrieving the responsive records will require two (2) hours or more of staff time, or the responsive records are one hundred (100) or more pages in length.

Upon receipt of the estimate from the department, the City Clerk's Office shall prepare a response to the Requestor that: (1) notifies the Requestor of the estimated costs of responding to the request; (2) requires that the Requestor pay the estimated costs prior to location and reproduction of the public records; (3) explains to the Requestor that if actual costs are less than the estimate, the

difference will be refunded to Requestor, and that if actual costs are more than the estimate, they will be collected prior to provision of the records to Requestor. The City Clerk's Office shall seek attorney review as set forth below prior to sending the response and estimate to the Requestor.

3. DEPARTMENT ACTION 3:

The department shall immediately inform the City Clerk's Office and the City Attorney's Office if:

- a. The department is unable to locate and provide responsive materials to the City Clerk's Office. The department shall specify whether the requested materials: (a) do not exist, (b) cannot be located at all, or (c) exist, but are not in the City's custody.

Upon receipt of notice of inability to locate/provide records, the City Clerk's Office shall prepare a response to the Requestor that 1) notifies the Requestor of the denial of the request; (2) specifies the reason and statutory grounds for such denial; and (3) explains to the Requestor the timeline and mechanism to appeal the denial. The City Clerk's Office shall seek attorney review as set forth below prior to sending the response and estimate to the Requestor.

4. DEPARTMENT ACTION 4:

The department shall immediately inform the City Clerk's Office if:

- a. The department needs additional time to locate, copy, and provide responsive materials to the City Clerk's Office. The Idaho Public Records Act allows the City to notify the Requestor that additional time is needed to process the request, not to exceed ten (10) working days from the date the request was received.

Upon receipt of notice that the department needs more time to locate and provide records, the City Clerk's Office shall, first, prepare a response to the Requestor (a) notifying the Requestor that more time is needed, and (b) specifying the date by which the request will be granted or denied. Next, the Clerk's Office shall recalculate the disclosure deadline and inform the department accordingly.

D. City Clerk Seeks City Attorney Review

Before providing the City's response to the Requestor granting the request, requiring payment of estimated costs, denying the request in full or in part, extending the period for response, the City Clerk shall request that the City Attorney or designee review such response to ensure that no confidential, privileged, or statutorily exempt document or information is included in the responsive materials. Upon such request, the City Attorney or designee shall provide an opinion regarding

whether the information or documents are subject to disclosure under the Idaho Public Records Act. If any responsive record or any portion thereof is exempt from disclosure, the City Attorney or designee shall redact, or provide an opinion regarding redaction of, the exempt document, information, or portions thereof. Final decisions regarding disclosure of public records shall be made by the City Clerk.

E. City Clerk Responds to Requestor

Following completion of the foregoing process, and within the three- or ten-day response period, as applicable, the City Clerk's Office shall do one of the following:

1. Provide all records to the Requestor which are responsive to the request and subject to public disclosure under the Idaho Public Records Act;
2. Notify the Requestor of estimated costs of responding to the request, requiring payment prior to reproduction of the records;
3. Deny the request in full or in part (redaction shall constitute a partial denial), specifying the statutory basis for such denial and describing the availability, time, and manner of appeal; or
4. Inform the Requestor that additional time is needed to respond to the request (not to exceed ten (10) working days from the date the request was received).



City of Meridian
Standard Operating Procedure
Number 6.18

Conflict of Interest

Purpose:

To set forth the City's procedures regarding Conflicts of Interest and the reporting thereof by employees.

Procedures and Related Information:

I. Definitions

A. Actual or Perceived Conflict of Interest

Due to the nature of the information that is accessible and maintained by the City of Meridian, no one may be employed by the City who is related within the first degree of consanguinity to an employee of the Mayor's Office, City Attorney's Office, Finance Department, Human Resources, Information Technology, or any directors of a City department. This shall include relationships created by blood, marriage, or adoption.

This provision will not apply to any person who is a current employee of the City at the time this policy is approved by the City Council.

B. Contracting with Persons or Companies

The City may contract with a person or company that meets the definition in (A) as long as the City Council approves the contract after a competitive process or adherence to City Policy has occurred.

II. Reporting Conflicts of Interest

A. Any employee or others acting on behalf of the City should report concerns related to actual or perceived conflicts of interest to the City Attorney or Human Resources in person, via email, phone call or by using the Compliance and Ethics Helpline.

B. Reported conflict of interest - related concerns will be investigated promptly.

C. The City Attorney or Human Resources will assist departments with recommendations based on findings from the investigation to eliminate or resolve perceived or actual conflicts of interest if warranted.

D. Findings of an existing conflict of interest may result in disciplinary action, up to and including termination of employment or contractual relationship with the City.

- E. If circumstances warrant, the City Attorney shall advise the Mayor and City Council of an existing conflict of interest. The Mayor and City Council may agree to jointly waive said conflict.



City of Meridian
Standard Operating Procedures
Number 6.19

Social Media Procedures

Purpose:

To set forth the City's procedures on the use of Social Media by City of Meridian employees, elected officials, and City volunteers.

Procedures and Related Information:

I. Definitions

- A. Social media site: A publicly accessible online publishing application, technology, or website that provides information to the public via subscription, reference, network, or drop-in. A social media site provides a forum by which individuals may post comments or other information. Examples of social media sites include: Instagram, NextDoor, Facebook, LinkedIn, Twitter, and YouTube.
 - 1. City social media site: A social media site that:
 - a. Is established or administered by the City, or by a City employee, or elected official, acting in his/her official capacity.
 - b. Is held out to be representative of, or held out to be established or used by, the City, or any department, employee, volunteer, elected official, commission, or component thereof.
 - c. Utilizes a City name, title, logo, or other indicia of City endorsement, establishment, or administration of such social media site.
 - 2. Non-City social media site: A social media site established or used by a City employee acting in his/her personal capacity.
- B. Comments: Information, commentary, dialogue, links, pictures, videos, and/or other forms of communicative content posted on a social media site.
- C. Post: Content an individual shares on a social media site or the act of publishing content on a site.
- D. Site Administrator: The City employee or individual subject to these procedures designated to establish, monitor and maintain a City social media site.

- E. User: Any person who accesses, views, follows, likes, subscribes, links to in any manner, and/or posts comments on a social media site.

II. Objectives of City Social Media

The goals of the City's use of social media are:

- A. To connect with the public, particularly current, future, and former Meridian residents, visitors, and businesses;
- B. To educate, inform, and energize the public regarding the City and its activities and operations;
- C. To establish and maintain a forum for public dialogue regarding topics relevant to the City and the Meridian community;
- D. To elicit, listen to, and implement feedback from customers and observers regarding the City, its activities, and operations;
- E. To promote and support the community served by the City;
- F. To alert and communicate with citizens during emergencies;
- G. To share information from other related agencies to help promote relevant programs, events, and services; and
- H. To respond to inquiries regarding municipal services and government in a timely manner.

III. Establishment and Administration of City Social Media Sites

- A. All City social media sites shall be administered or overseen by a Site Administrator agreed upon by the director of the requesting department and the Communications Manager. Upon creation of the site, the Site Administrator shall provide to the Communications Manager administrative rights and all login information and passwords necessary to administer the social media site, and shall provide any updated login or password information immediately upon any changes to the Communications Manager. Upon separation from City employment, the Site Administrator shall provide to the Communications Manager all login information and passwords necessary to administer the social media site, and shall relinquish and transfer all administrator rights to the Communications Manager.
- B. Prior to establishing a City social media sight, departments, commissions, employees, volunteers, or elected officials shall obtain approval from the Mayor, or designee, and the City of Meridian Communications Manager.
- C. Employees or other individuals subject to these procedures seeking to establish a City social media site shall submit to the Communications Manager a written proposal, which shall include the following information:

1. The proposed platform to be used;
 2. The mission, vision, and objectives of the proposed site;
 3. The City employee(s) designated to establish, monitor and maintain the site;
 4. Plan for the design, content, and features of the proposed site; and
 5. Whether Users may post comments or messages on or through the site, and if so the schedule and plan for reviewing and following up on such comments.
- D. The Mayor, or designee, may order City employees to wholly remove City social media sites that are established or administered in violation of these procedures. The failure to remove a City social media site in accordance with such order may result in disciplinary action up to and including termination.
- E. City employees or other individuals subject to these procedures using or administering City social media sites shall conduct themselves at all times as a representative of the City and in accordance with all City policies. Failure by City employees to do so may result in disciplinary action up to and including termination.
- F. All social media site administrators, City employees, and other individuals subject to these procedures shall not share on any City social media site:
1. Confidential information;
 2. Information or statements reflecting for or against active legislation; or
 3. Information concerning pending legal matters.
- G. All City social media sites shall publicly make available the following information:
1. City of Meridian Social Media Terms of Use Statement or a link thereto
 - a. The City of Meridian Social Media Terms of Use Statement (see Appendix A) shall be reviewed and adapted for each City social media site and approved by the Communications Manager and Legal Department.
 2. Related department/division's contact information; and
 3. Display the following disclaimer:

Disclaimer: Please note that public comments and opinions expressed by the public on this site do not reflect the opinion and position of the City of Meridian government, elected officials, volunteers or employees. This site is not monitored 24/7 and therefore any urgent matters should be directed to the City of Meridian by phone or email. In the case of emergency, dial 9-1-1.

IV. City's Use and Maintenance of City Social Media sites

- A. All City social media sites shall adhere to applicable federal, state and local laws, regulations and City policies.
- B. The City of Meridian's website at <http://www.meridiancity.org> will remain the City's primary and predominant internet presence.
- C. The Communications Manager shall monitor content on all City social media sites to ensure adherence to these procedures, consistency with the interests and goals of the City of Meridian, and enterprise-wide consistency in messaging and information across platforms and site administrators.
- D. Content posted by the City and comments posted by Users on City social media sites contain records subject to the Idaho Public Records Act. Any content posted or maintained in a social media format that is related to City business, including a list of subscribers, posted communication, and communication submitted for posting, may be a public record subject to public disclosure.
- E. The Site Administrator or Communications Manager may remove and/or restrict comments with approval from the Legal department. Any comments removed or restricted shall be documented with a screen capture/record, date and time of post, original post the comment corresponds with, and visible personal information of user. Comments containing or uploading any of the following inappropriate forms of content shall be subject to removal or restriction:
 - 1. Content that is deemed in violation of the City's Social Media Policy, these terms of use, the terms and conditions of use of [Name of Site] or any applicable federal, state or local law;
 - 2. Profane, obscene, indecent, violent, or pornographic content;
 - 3. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, sexual orientation, or national origin;
 - 4. Defamatory or personal attacks;
 - 5. Threats to any person or organization;
 - 6. Encouragement or incitement of illegal activity;
 - 7. Information that may tend to compromise the safety or security of the public or public systems;
 - 8. Content that violates a known legal ownership interest, such as a copyright, of any party; or

9. Any content that contains or perpetuates a virus, corrupted file, or other defect or program that may cause damage.
 - F. City employees or other individuals subject to these procedures using or administering City social media sites shall conduct themselves at all times as a representative of the City and in accordance with all City policies.
 - G. City employees or other individuals subject to these procedures who manage social media sites/platforms on behalf of the City should be aware and adhere to said sites/platforms' term of use. Questions may be directed to the Information Technology Department.
- V. City Employees' Personal Use of Personal or Non-City Social Media Sites
- A. City employees or elected officials using non-City social media sites for personal use should be aware that all social media sites are or may be accessible to the public, other City employees and officials.
 - B. City employees or other individuals subject to these procedures shall not use non-City social media sites for personal use for any purpose or in any manner that may adversely affect the City, his or her City employment or City designated responsibilities, his or her City workplace and/or that of other City employees or elected officials, including, but not limited to, speech, conduct, photographs, videos, audio messages, or other activities, images, or recordings that constitute or convey bullying, gossiping, sexual harassment, abuse of City or other public resources, violation of City policies, or illegal activity. Such use by City employees of non-City social media site may result in disciplinary action up to and including termination.
 - C. Where a City employee or other individual subject to these procedures acting in his/her personal capacity, wishes to post or comment on Non-City social media site:
 1. Regarding work or subjects associated with the City, or
 2. Where such employee or individual is or would reasonably be believed to be speaking in his/her City professional, volunteer, or official capacity, the provisions of this and other City policies shall apply, and the employee or individual shall include the following disclaimer in his/her post/comment:

Disclaimer: This post/comment is my own and does not necessarily represent the positions or opinions of the City of Meridian.
 - D. City employees shall not access or use non-City social media sites in a manner that causes loss of productivity during working hours. Such use by City employees may result in disciplinary action up to and including termination.

APPENDIX A
CITY OF MERIDIAN SOCIAL MEDIA TERMS OF USE STATEMENT

I. Terms of Public's Use of [Name of Site]

A. This site is intended to provide important, relevant and engaging information to Users, specifically regarding City of Meridian business, events, and programs [specifically related to FOCUS AREA]. Any comment or materials posted by a User of this site may be attributed only to that User, and does not necessarily reflect the positions or opinions of the City of Meridian, its employees or officials. The City of Meridian does not warrant the accuracy of any statement or claim made here, is not responsible for any User-generated content, and does not endorse any opinion expressed here. All Users must comply in all respects with the City of Meridian's Terms of Public's Use for this site. The following terms of use shall also apply:

1. The City seeks to serve all of its constituents by hosting an open but civil dialogue. Reasonable arguments for opposing views are encouraged.
2. Users shall have no right of privacy on the City's social media sites, as such sites may be or contain public records subject to disclosure pursuant to the Idaho Public Records Act and the City's records retention schedule.
3. A comment posted by a member of the public on any City social media site is the opinion of the commentator or poster only. Publication of a comment does not imply endorsement of, or agreement by, the City of Meridian, nor do such comments necessarily reflect the opinions or policies of the City of Meridian.
4. Comments should relate to the topic being discussed in the original post, should not contain random or unintelligible information or text, and should not be wholly an advertisement of commercial products or services.
5. Comments containing or uploading any of the following inappropriate forms of content are subject to removal and/or restriction:
 - a. Content that is deemed in violation of City policy, these terms of use, the terms and conditions of use of [Name of Site], or any applicable federal, state or local law;
 - b. Profane, obscene, indecent, violent, or pornographic content;
 - c. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, gender identity, sexual orientation, or national origin;
 - d. Defamatory or personal attacks;
 - e. Threats to any person or organization;

- f. Encouragement or incitement of illegal activity;
 - g. Information that may tend to compromise the safety or security of the public or public systems;
 - h. Spam, scams, or fraudulent or deceptive messages;
 - i. Content that provides personally identifiable medical information of someone other than the commenter;
 - j. Content that violates a known legal ownership interest, such as a copyright or trademark of any party; or
 - k. Any content that contains or perpetuates a virus, corrupted file, or other defect or program that may cause damage.
6. All use of this site shall be bound by the City of Meridian terms and conditions of use. Where appropriate, City may report any violation of such terms and conditions to [Name of Site].
7. These terms may be revised at any time.
8. A User's submission, posting, or other publication of a comment constitutes acceptance of these terms.



City of Meridian
Standard Operating Procedure
Number 6.20

Use of Unmanned Aerial Devices (Drones)

Purpose:

To set forth the City's procedures regarding the use of drones by employees.

Procedures and Related Information:

- I. As needed to perform required job functions, an employee may be authorized by the department director to use a City drone. All drone operations shall follow all established policies and procedures for operating City equipment.
- II. Employees must obtain remote pilot certifications from the FAA prior to operating a drone owned by City or otherwise approved for City use.
- III. Employees operating drones must comply in all respects with: all FAA regulations and requirements; all City, State, and Federal laws and regulations; and all state and federal Constitutional guarantees.
- IV. Pursuant to Idaho Code section 21-213(2)(b), drones may not be used to photograph or otherwise record an individual, without such individual's written consent, for the purpose of publishing or otherwise publicly disseminating such photograph or recording.
- V. Employees shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g. residence, yard, enclosure) and shall take reasonable precautions to avoid inadvertent entry into, or recording images of, areas where there is a reasonable expectation of privacy.
- VI. Employees may collect information using a drone only while using it for a specifically authorized use and may not use it to conduct personal business of any type. Employees may use drone- collected information only for marketing, mapping, management and assessment of City facilities and construction projects, infrastructure monitoring, and site visits and inspections pursuant to pending applications/ permits.
- VII. Employees may not use personally- owned drones for City purposes unless specifically requested and approved by the department director.