

Employee Quick Reference Guide

Congratulations on your decision to join the Metro Nashville Government. We are excited to have you join us as we continue to serve one of the fastest-growing and most diverse metropolitan cities in the United States. You are now a vital part of Nashville's continuing growth and success. In order to help you to become familiar with all that Metro offers, we have provided this guide, which includes important links to where you can find information you will need to be successful in your new position. Welcome to the Metropolitan Government of Nashville & Davidson County!

History of Nashville and Davidson County Government

History of Metropolitan Nashville Government – Just over 60 years ago, the citizens of Davidson County and the City of Nashville had a great debate about our future. Click the link below to read more:

<https://filetransfer.nashville.gov/Portals/0/SiteContent/Government/docs/MetroHistoryBucy.pdf>

The **Metro Charter** is the governing document and lists the structure of the government, the powers, etc. Learn more via the link below.

https://library.municode.com/TN/Metro_Government_of_Nashville_and_Davidson_County/codes/charter

Facts About Metro Nashville Government:

<https://www.nashville.gov/departments/metro-clerk/facts-about-nashville>

Metro Nashville Government Organizational Information

Metropolitan Council – is the legislative authority of the Metropolitan Government of Nashville and Davidson County.

<https://www.nashville.gov/Metro-Council.aspx>

Civil Service Commission – consists of 5 members who have an interest in civil service and merit principles in the public service and who serve without compensation. Learn more via the link below:

<https://www.nashville.gov/departments/human-resources/boards/civil-service-commission>

Metro Nashville and Davidson County Government is made up over 50 departments. Click the link below to access the list of departments. Explore each department to access where they are located, what they do, department staff, etc.

<https://www.nashville.gov/Services/Find-Metro-Departments.aspx>

Essential Information

Nashville.gov – the public Internet site for Metro employees, citizens of Nashville, and the public at large.

<https://www.nashville.gov/>

Metropolitan Code Standards of Conduct, Disclosure of Interests, and Enforcement:

https://library.municode.com/tn/metro_government_of_nashville_and_davidson_county/codes/code_of_ordinances?nodeId=CD_TIT2AD_DIVVIOTPRPO_CH2.222STCODIINEN_2.222.020STCO

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The **Civil Service Rules** govern personnel practices and are binding for Metro Nashville and Davidson County Government civil service employees. These rules are adopted and amended in open hearings.

<https://www.nashville.gov/sites/default/files/2023-07/Civil-Service-Rules.pdf?ct=1689860777>

The **Civil Service Policies** are based on the Civil Service Rules and are designed to influence and determine all major decisions and actions and all activities that take place within the boundaries set by them.

<https://www.nashville.gov/sites/default/files/2023-08/Civil-Service-Policies.pdf?ct=1692812593>

Employee Self Service – employees can change personal information via the Oracle E-Business Suite self-service portal.

https://r12.oci.nashville.org/OA_HTML/OA.jsp?OAFunc=OANEWHOMEPAGE

Department of Human Resources – is committed to assisting our customers, both internal and external, by providing information and support in such areas as compensation, benefits, safety, and training.

<https://www.nashville.gov/Human-Resources.aspx>

Employee Resources – There are many resources available for Metro Employees that can be found on the ‘Resources for Employees’ webpage. It is our goal to provide you with resources you need to be a successful Metro Employee.

<https://www.nashville.gov/Human-Resources/Personnel-Services/Employee-Resources.aspx>

Benefits – Metro offers a very competitive benefits package to eligible employees and pensioners.

<https://www.nashville.gov/Human-Resources/Benefits.aspx>

WeGoRide Program – a Metro funded program that enables employees to utilize Metro Transit Authority.

https://www.nashville.gov/sites/default/files/2023-07/Metro_Nashville_PPT-WeGoRide_Info2023.pptx

WeGoRide Application:

<https://www.nashville.gov/sites/default/files/2023-07/MTAWeGoRideApplication2023.pdf>

The Work-Life/Employee Assistance Program (EAP) – this program provides free/confidential assessments, short-term counseling, referrals, prevention, and education services for you and your dependents through Ulliance Life Advisor EAP Services.

<https://www.nashville.gov/departments/human-resources/personnel-services/request-employee-assistance-program-eap-services>