

# 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 one of the 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!

## Essential Information

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

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

**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, training and employment law.

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

**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](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)

**Employee Resources** - There are many resources available for Metro Employees that can be found on the 'Resources for Employees' website. 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>

**MTA EasyRide Program** - a Metro funded program that enables employees to utilize Metro Transit Authority.

<https://www.nashville.gov/Portals/0/SiteContent/HumanResources/docs/PersonnelServices/MTAEasyRideHRC.pdf>

**Employee Self Service** – employees have the ability to change personal information via the self-service portal.

<https://essnm.mywts.com:10029/wps/portal>

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

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

**Training Division** - Metro is committed to the professional and personal development of its workforce. The Central HR Training Division has developed an extensive curriculum designed to enhance individual skills and group capabilities. You can also find the Training Calendar on this link.

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

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## Metro Nashville Government Organizational Information

**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>

**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/Human-Resources/Civil-Service-Commission.aspx>

**Metropolitan Council** – is the legislative authority of the Metropolitan Government of Nashville and Davidson County.  
<https://www.nashville.gov/Metro-Council.aspx>

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/Portals/0/SiteContent/HumanResources/docs/CivilService/Civil%20Service%20Rules%20-%20July%201,%202018.pdf>

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/Portals/0/SiteContent/HumanResources/docs/CivilService/Civil%20Service%20Policies%20-%20July%201,%202018.pdf>

## History of Nashville and Davidson County Government

**History of Metropolitan Nashville Government** – Just over 50 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://www.nashville.gov/Government/History-of-Metro.aspx>

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](https://library.municode.com/TN/Metro_Government_of_Nashville_and_Davidson_County/codes/charter)

**Structure of Metro Government** – org chart  
<https://www.nashville.gov/Metro-Clerk/Facts-about-Nashville/Structure-of-Metro-Government.aspx>