CHAPTER 3 – PERSONNEL POLICIES

TABLE OF CONTENTS

		Page
SUBCHAPTER 3.01 – GENERAL		
3.01.010	Goals	3.01-1
3.01.020	Rights Reserved; Scope	3.01-1
3.01.030	Conflicting Provisions	3.01-1
3.01.040	Rules and Regulations	3.01-2
3.01.050	Delegation of Authority	3.01-2
3.01.060	Personnel Records	3.01-2
3.01.070	Employee Identification Cards	3.01-4
3.01.080	Employee's Responsibilities	3.01-4
3.01.090	Types of Employment	3.01-4
3.01.100	Definitions	3.01-5
SUBCHAPTER 3.02 – EMPLOYMENT		
Division 1: General		**3.02-1**
3.02.010	Equal Employment Opportunity Policy	3.02-1
3.02.020	ADA Compliance	3.02-1
3.02.030	Equal Employment Opportunity Officer	3.02-1
3.02.040	Equal Employment Opportunity Practices	3.02-1
3.02.050	Nepotism	3.02-2
3.02.060	Employment Eligibility	3.02-2
Division 2: Hiring		**3.02-2**
3.02.070	Hiring Process – General	3.02-2
3.02.080	Hiring Process – Notice	3.02-3
3.02.090	Hiring Process – Applicant Expenses	3.02-3
3.02.100	Hiring Process – Testing	3.02-3
3.02.110	Hiring Process – Interviews	3.02-4
3.02.120	Hiring Process – Reference Checks	3.02-4
3.02.130	Hiring Process – List of Qualified Persons	3.02-5
3.02.140	Orientation	3.02-5
3.02.150	Probation Period	3.02-5
3.02.160	Special Employment Programs	3.02-6
3.02.170	Volunteers	3.02-6
3.02.180	Outside Employment	3.02-6
Division 3: Promotions and Demotions		**3.02-7**
3.02.190	Employee Development	3.02-7
3.02.200	Promotions or Transfers	3.02-7

3.02.210	Temporary Assignments	3.02-7
3.02.220	Demotions	3.02-7

Division 4: Compensation and Hours **3.02-8**

3.02.230	Compensation Plan	3.02-8
3.02.240	Classification	3.02-8
3.02.250	Reclassification Procedure	3.02-9
3.02.260	Work Period	3.02-9
3.02.270	Work Hours	3.02-9
3.02.280	Overtime	3.02-9
3.02.290	Compensatory Time Off	3.02-9
3.02.300	Recognition of Longevity	3.02-10
3.02.310	Garnishment	3.02-10
3.02.320	Pay for Working in a Higher Classification	3.02-10
3.02.330	Pay Advance	3.02-11
3.02.340	Time Sheets	3.02-11
3.02.350	Performance Evaluations	3.02-11
3.02.360	Change of Name, Address and Telephone Number	3.02-12

Division 5: Separation **3.02-13**

3.02.370	Resignation	3.02-13
3.02.380	Termination	3.02-13
3.02.390	Lay-offs; Re-Employment	3.02-13
3.02.400	Out-Processing	3.02-14

SUBCHAPTER 3.03 – STANDARDS OF CONDUCT

3.03.010	General Policy	3.03-1
3.03.020	Duty of Employees, Elected Officials and Certain Independent Contractors	3.03-1
3.03.030	Duty to Cooperate	3.03-2
3.03.040	Dress Code	3.03-3
3.03.050	Job Performance	3.03-3
3.03.060	Honesty	3.03-3
3.03.070	Respect for Persons	3.03-4
3.03.080	Respect for Property	3.03-4
3.03.090	Ethics	3.03-4
3.03.100	Gifts, Honoraria or Travel Payments	3.03-5
3.03.110	Bribery	3.03-5
3.03.120	Loans	3.03-5
3.03.130	Conflicting or Incompatible Activities	3.03-6
3.03.140	Use of Equipment, Supplies and Staff Time	3.03-6
3.03.150	Use of Letterhead, Stationery, or Logo by an Elected Official	3.03-7
3.03.160	Discrimination, Harassment and Retaliation Prohibited	3.03-7
3.03.170	Harassment – Defined	3.03-8
3.03.180	Harassment – Employee's Role	3.03-9

3.03.190	Harassment – Supervisor's Role	3.03-10
3.03.200	Harassment – Complaints	3.03-10
3.03.210	Harassment – Retaliation	3.03-10
3.03.220	Smoking	3.03-11
3.03.230	Substance Abuse – Prohibited Use or Possession	3.03-11
3.03.240	Substance Abuse – Procedures; Testing	3.03-12
3.03.250	Substance Abuse – Employee Assistance	3.03-13
3.03.260	Substance Abuse – Awareness Program	3.03-13
3.03.270	Political Activities; Campaigning	3.03-13
3.03.280	Lobbying Before State Legislature or Other Governmental Agency	3.03-14
3.03.290	Coercion or Intimidation of Public Employees	3.03-14
3.03.300	Illegal Election Activities	3.03-14
3.03.310	Soliciting Sales or Donations	3.03-15
3.03.320	Violence Prevention	3.03-15

SUBCHAPTER 3.04 –COMPLAINTS, GRIEVANCES AND DISCIPLINARY MATTERS

Division 1:	**General**	**3.04-1**
3.04.010	Summary of Procedures for Submitting Complaints or Grievances	3.04-1
3.04.020	Definitions	3.04-2
3.04.030	No Retaliation	3.04-3
3.04.040	Employee's Duties	3.04-3
3.04.050	Administrative Leave	3.04-3
Division 2:	**Harassment or Discrimination**	**3.04-3**
3.04.060	Disposition of Harassment or Discrimination Complaints	3.04-3
Division 3:	**Grievances**	**3.04-4**
3.04.070	Grievances, Scope	3.04-4
3.04.080	Representation in Grievance Matters	3.04-5
3.04.090	Grievance Procedure	3.04-5
Division 4:	**Disciplinary Procedures**	**3.04-6**
3.04.100	Disciplinary Action	3.04-6
3.04.110	Types of Disciplinary Action	3.04-7
3.04.120	Oral Reprimand	3.04-7
3.04.130	Written Reprimand	3.04-7
3.04.140	Right to Representation	3.04-8
3.04.150	Authority to Impose Disciplinary Action	3.04-8
3.04.160	Notice of Intent to Take Disciplinary Action	3.04-8
3.04.170	Informal Conference on a Disciplinary Matter	3.04-9
3.04.180	Final Notice of Disciplinary Action	3.04-9

Division 5: Appeals **3.04-10**

3.04.190 Appeal from Final Notice of Disciplinary Action 3.04-10
3.04.200 Selection of Alternative Dispute Resolution (ADR) Panel and Hearing Officer 3.04-10
3.04.210 Appeals by Public Safety Officers 3.04-11
3.04.220 Appeals by Miscellaneous Employees 3.04-11
3.04.230 Notice of Hearing 3.04-11
3.04.240 Subpoenas 3.04-11
3.04.250 Pre-Hearing Disclosures 3.04-12
3.04.260 Impartiality 3.04-12
3.04.270 Conduct of Hearing 3.04-12
3.04.280 Decision on Appeal 3.04-13

Division 6: POBR **3.04-14**

3.04.290 Public Safety Officers' Procedural Bill of Rights 3.04-14

SUBCHAPTER 3.05 – BENEFITS

3.05.010 Eligibility 3.05-1
3.05.020 Regulations 3.05-2
3.05.030 Medical and Hospital Insurance 3.05-2
3.05.040 Dental Insurance 3.05-2
3.05.050 Vision Plan 3.05-3
3.05.060 COBRA 3.05-3
3.05.070 Life Insurance 3.05-3
3.05.080 Employee Assistance Program 3.05-3
3.05.090 Long Term Care Program 3.05-3
3.05.100 Health Club 3.05-4
3.05.110 Credit Union 3.05-4
3.05.120 Deferred Compensation 3.05-4
3.05.130 Retirement Plan 3.05-4
3.05.140 Social Security 3.05-5
3.05.150 State Unemployment Insurance Benefits 3.05-5
3.05.160 State Disability Insurance (SDI) 3.05-5
3.05.170 Workers' Compensation 3.05-6
3.05.180 Reimbursement for Education Expenses 3.05-6

SUBCHAPTER 3.06 – LEAVES

Division 1: General **3.06-1**

3.06.010 Inconsistent Actions; Failure to Return to Work 3.06-1
3.06.020 Exhaustion of Paid Leave 3.06-1
3.06.030 General Rule for Accruing Leave 3.06-1
3.06.040 Unpaid Leave of Absence 3.06-1

3.06.050	Coordination of Benefits	3.06-1
3.06.060	Conflicting Provisions	3.06-2
3.06.070	General Rules of Entitlement; Prorated Paid Leave	3.06-2
Division 2:	**Holidays**	**3.06-2**
3.06.080	Holiday Leave	3.06-2
Division 3:	**Sick Leave**	**3.06-2**
3.06.090	Sick Leave Eligibility	3.06-2
3.06.100	When Sick Leave May Be Used	3.06-3
3.06.110	Conversion or Payment for Unused Sick Leave	3.06-3
3.06.120	Sick Leave Not to Extend Family and Medical Leave	3.06-4
3.06.130	Reporting Requirements	3.06-4
3.06.140	Prevention of Sick Leave Abuse	3.06-4
Division 4:	**Family, Medical and Pregnancy Leaves**	**3.06-4**
3.06.150	Family and Medical Leaves of Absence	3.06-4
3.06.160	Pregnancy Disability Leave	3.06-7
Division 5:	**Personal Leaves**	**3.06-7**
3.06.170	Eligibility for Vacation Leave	3.06-7
3.06.180	Administering Vacation Leave	3.06-8
3.06.190	Management Leave	3.06-8
3.06.200	Floating Holidays	3.06-9
Division 6:	**Leaves for Public Duties**	**3.06-9**
3.06.210	Election Officer Leave	3.06-9
3.06.220	Jury Duty Leave	3.06-9
3.06.230	Leave to Attend Court as a Witness	3.06-10
3.06.240	Leave Time for Voting	3.06-10
Division 7:	**Other Leaves**	**3.06-10**
3.06.250	Bereavement Leave	3.06-10
3.06.260	Administrative Leave	3.06-10