
000 - GENERAL PROVISIONS

Functions of this Manual	001
Definitions	002
Employment-At-Will	003
Personnel Records	004
Solicitation/Distribution	005
Policy Toward Unions	006

100 - EMPLOYEE BEHAVIOR

Behavior of Employees	101
Attendance and Punctuality	102
Tobacco Free Workplace	103
Personal Appearance of Employees	104

200 - THE WORK PLACE

Equal Employment Opportunity	201
Harassment Policy	202
Workplace Violence	203
Computer Resources	204
Drugs and Alcohol in the Workplace	205
Code of Ethics	206
Citizen Relations	207
Use of Communication Systems	208
Alternative Work Arrangements	209
Workplace Safety	210
Educational Assistance Program	211
Employee Awards	212
Social Media	213
Whistle Blowing	214

300 – EMPLOYMENT

Hiring	301
Medical Procedures	302
Probationary Period	303
Transfer	304
Promotion	305
Hours of Work	306
Outside Employment	307
Supplemental Workforce	308
Rehire Policy	309
Separation of Employment	310
Retirement	311

400 - LEAVE/ABSENCE FROM WORK

Sick Leave	401
Vacation Leave	402
Holidays	403
Leave of Absence	404
Family & Medical Leave	405
Military Medical & Family Leave	405A
Bereavement & Civic Duty Leaves	406
Workers' Compensation Leave	407
Educational Leave	408

500 - PAY PRACTICES

Salary Administration	501
Performance Evaluations	502
Pay Procedures	503
Deduction from Wages for Non-Exempt	503:5
Deductions from Salary for Exempt	503:6
Pay for Work During Emergencies or Disasters	504
Incentive Pay	505
Direct Bonus Program	506
License/Registration Certification and Fee Renewals	507
Moving Expenses	508

600 - CORRECTIVE ACTION PROCESS

Corrective Action/Disciplinary Procedure	601
Grievance Procedure	602

700 - INDEX

This page intentionally left blank.