
SUBJECT: PERSONNEL

ADOPTED DATE: MARCH 4, 1996

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(See separate "PERSONNEL POLICY MANUAL" in Personnel Office dealing with the following subjects)

Accidents/Injuries	Inclement Weather	Recruiting,
Acting Pay	Insurance	Screening, Hiring
Alcohol/Controlled	Job Posting	Reduction in Force
Substance Testing	Jury/Witness Leave	Resignation/
Americans With	Leaves of Absence	Termination
Disabilities Act	License Fees	Retirement
Annual Leave	Life Insurance	Safety
Bulletin Boards	Lobbying	Security Procedures
Cellular Phones	Loss or Theft of	Sexual Harassment
Code of Ethics	Personal Property	Sick Leave Pay
Coffee Breaks	Lost Keys/Pass Cards	Smoking
Commission Portfolios	Meal Breaks	Social Security
Conduct/Appearance	Medical Leave	Solicitation and
Deferred Compensation	Merit Increases	Distribution
Disability Leave	Microcomputer/	Status Date (Defined)
Driving Review Board	Minicomputer	Termination/
Education Leave	Military Leave	Discipline
Emergency Procedures	Mission/Philosophy	Transfer
Employee Transfers	Notice of Name/	Travel Reimbursement
Employment of	Address Change	Wage and Salary
Relatives	On-Call Pay	Administration
Employment Categories	Organizational	Weapons
Equal Opportunity	Chart	Workforce Safety
Employment	Overtime	Workplace Substance
Exempt Positions	Payment of Salaries	Abuse
Exit Interview	Payroll Deductions	
Expense Reimbursement	Performance	
Fair Treatment	Appraisals	
Family Medical	Personal Mail	
Leave Act	Personal	
Fleet Vehicle	Photocopying	
Funeral Leave	Personal Telephone	
Health Insurance	Calls	
HIPAA	Posting Information	
Holidays	or Notices	
Hours of Work and	Record of Employment	
Overtime		

