

<b>Number</b>	<b>Policy</b>	<b>Last Revision Date</b>
<b>HR Policy 1 - General Provisions</b>		
100	Employer Personnel Policies Acknowledgment	12/03/24
101	Personnel Administrative Directive	12/03/24
102	Computing Time for Notice/Failure to Receive Notices	12/03/24
103	Employee Change of Address	12/03/24
104	Personnel Files – Contents	12/03/24
105	Personnel Files-Confidential Information	12/03/24
106	Disposal of Personal Records	12/03/24
<b>HR Policy 2 - Employee Relations</b>		
201	Fair Employment Practices	05/17/22
202	Anti-Harassment	05/17/22
202A	Pregnancy, Childbirth, Related Medical Conditions	05/17/22
203	Allegations of Discrimination and/or Prohibited Conduct/Behavior(s)	05/17/22
204	Employee Bullying	12/05/17
205	ADA Employment Disabilities	12/05/17
205A	Reasonable Accommodation for Victims of Domestic Violence	12/04/18
206	Drug and Alcohol-Free Workplace	05/17/22
206A	Vehicle Operators Drug & Alcohol Policy DOT/FMCSA	12/04/18
207	Reasonable Alcohol & Drug Testing	05/17/22
208	Discipline Related to Alcohol and Drug Abuse	12/05/17
209	Prohibition of Workplace Violence	12/05/17
210	Employment of Relatives	12/05/17
211	Employee Dating	12/05/17
212	Code of Ethical Standards	02/21/23
213	Political Activity	12/05/17
214	Solicitation	12/05/17
215	Work Stoppage	12/05/17
216	Outside Employment	05/17/22
217	Dress & Grooming	12/05/17
218	Children, Visitors, and Service Animals in the Workplace	02/21/23
219	Reporting Convictions	12/05/17
220	Genetic Information Nondiscrimination Act (GINA)	12/05/17

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221	Telecommuting	12/15/20
222	Whistleblower Protection	12/05/17
<b>HR Policy 3 - Employment Practices</b>		
301	Personnel Director/Administrative Officer Role in the Hiring Process	10/17/17
302	Source for Candidates; Open Recruitment; Promotion; Transfer and Eligible List to Vacant Positions	05/17/22
303	Job Announcements	12/04/18
304	Eligibility or Reduction of Applicants	05/17/22
305	Examination Process	10/17/17
306	Applicant/Employee Reference Checks	10/17/17
307	Applicant/Employee Investigations	10/17/17
308	Applicant Selection, Offer of Employment and Pre-Employment Drug Screen	09/07/21
309	New Employee Orientation	10/17/17
310	Probationary Period	10/17/17
311	Rehire	10/17/17
312	License/Occupational Certification	10/17/17
313	Casual (Intermittent Part-Time) Employment	07/07/20
314	Volunteer Program	10/17/17
<b>HR Policy 4 - Position Classifications Plan</b>		
401	Position Classification Plan	12/15/15
402	Reclassification	10/04/22
<b>HR Policy 5 - Compensation Plan</b>		
501	Work Week and Work Time	07/05/22
502	Pay Periods and Time Reporting	01/02/18
503	Overtime Compensation	05/19/20
504	Rates of Pay	12/19/23
505	Longevity Pay	01/02/18
506	Acting Pay, Bilingual Pay, and Footwear Allowance	12/17/24
507	Scheduled Salary Step Advancement	07/2020
508	Milestone Pay	07/15/25

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<b>HR Policy 6 - Leave Plan</b>		
601	Holiday	01/02/18
602	Annual Leave	07/15/25
603	Sick Leave	07/07/25
604	Catastrophic Leave	01/02/18
605	Family & Medical Leave	01/05/15
606	Leave of Absence Without Pay	01/02/18
607	Court Leave	11/18/08
608	Bereavement Leave	01/02/18
609	Military Leave	01/05/15
610	Emergency Conditions/Disaster Leave	07/01/20
611	Leave for Parents of Children Enrolled in School	01/02/18
612	Leave for Nursing Mothers	01/02/18
613	Leave for COVID-19 Related Reasons	07/01/21
<b>HR Policy 7 - Benefits</b>		
701	Health Insurance Coverage	07/15/25
702	Life Insurance Coverage	06/21/22
703	Retirement	01/02/18
704	Retiree Health Benefits	06/21/22
705	Workers' Compensation & Temporary Modified Duty	01/02/18
706	Educational Assistance	01/02/18
<b>HR Policy 8 - Seniority &amp; Separation</b>		
801	Seniority	12/15/16
803	Resignation/Termination	12/15/16
<b>HR Policy 9 - Performance Management</b>		
901	Performance Management	01/02/18
<b>HR Policy 10 - Disciplinary Action</b>		
1000	Workplace Investigations	12/04/18
1001	Disciplinary Actions and Appeals	03/04/25
1001F	Verbal Warning	12/04/18

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1001F1	Written Reprimand	12/04/18
1001F3	Last Chance Agreement	12/04/18
	<b>HR Policy 11 - Definitions</b>	
1002	Definition of Terms	02/02/21