

CTSI provides sample policies and procedures on website

The password-protected Members Only section of the CTSI website (www.ctsi.org) contains a variety of sample forms, checklists, policies and procedures that county governments can use to develop their own policies and procedures documents. It also contains several forms that counties can use without making any changes. These documents are available to all current members in Adobe Acrobat (pdf) format.

The following documents are currently available:

Administrative Forms:

- Advance Travel Expense Request
- Counseling Form
- County Employee Evaluation Form
- Employee Termination Check out Procedures Checklist
- Leave of Absence Request Forms
- List of 2004 workers' comp forms and handouts
- Notice of Termination
- Record of Verbal or Written Reprimand
- Sick Leave Donation Form
- Supervisor orientation checklist sample
- Travel Expense Report
- BOCC Executive Session Procedural Requirements

County Health Pool Forms

- Physical Claim Form
- Health Fair Claim Form
- Prescription Claim Form
- Medical Claim

Conduct Policies:

- Education Assistance policy
- HIPAA internet access policy
- Anti Harassment from Multnomah County, Oregon
- Bereavement leave samples

- Hygiene Policy
- Meal and Breaks
- Military leave policy sample
- Personnel Policy General Checklist
- Personnel Policy Legal Minimums Checklist
- Privacy Policy Sample
- Sample General Safety Policies
- Sample Zero Tolerance Violence Policies
- Various internet policy samples

Discipline and Terminations:

- Counseling Memo from La Plata
- Grievance Policy from La Plata
- Termination Checklist from La Plata

Drug Policies:

- Sample of Suggested County Drug Policy
- Establishing Drug Policies for Non-CDOT County Employees

Evaluation Aids:

- Department Competencies for Supervisor Evaluations
- Evaluating Candidates for Supervisor Positions
- Evaluation process rollout schedule

Federal Funding Definitions:

- Federal Funding Definitions of grant or contract

Health Policy Samples:

- Letter: FMLA leave and other benefits for employee reaching end of options
- 03 CWCP Release of Medical Info
- ADA letter sample
- Authorization for Testing blood of minors or incapacitated persons
- Excessive Sick Leave Policy

County Technical Services, Inc.

Sample policies and procedures (continued)

- FMLA Notice to Absent Employee
- FMLA Sample Letter Two
- Language for Doctor on Fitness for Duty
- Leave Violation Letter
- Letter on medical restrictions
- Medical Release Form
- Return to work after illness or injuries
- Sample Family and Medical Leave Policy

HIPAA Policies:

- Attachment D to short form HIPAA policy
- HIPAA Employee Release
- Sample HIPAA Log
- Sample HIPAA notice
- Short Business Associate Contract for HIPAA
- Short form HIPAA policy
- Short HIPAA internet policy

Hiring:

- At Will Disclaimer Sample
- Interview Question do's and don'ts
- Job Description Outline
- Questions for Job classification
- Sample Interview Script
- Sample Job Description form
- Sample Job Offer Letter
- Sample Liability Waiver for job applicants

HR Investigations:

- Checklist for investigations sample—short form
- Driving Check Request Sample
- Fair Credit Notice Language Sample
- Harassment Investigation Request Form Sample
- Motor Vehicle Record Check sample
- Sample Statement on Confidentiality

Sample Employee Agreements:

- Sample termination agreement RELEASE over 40
- Various Severance Agreement Sample forms

Training Materials:

- New Miner Training Plan Outline - Upcoming Training Session
- Discrimination Cases of Factual Interest
- Summary of Key Exceptions to the Colorado Open Records Act
- Ten management mistakes
- Wage Hour Memorandum of Understanding with Elected Official Sample
- County Payroll Procedures

Workers' Compensation Policies:

- Checklist for Workers' Comp Policy Reviews
- Employers First Report of Injury (sample)
- Employers First Report of Injury (form)
- Sample Return To Work (RTW) Policy
- Workers' Compensation Safety Policy Language

Legal Disclaimer

These sample forms do not constitute legal advice and are not a substitute for legal advice. They are merely provided for information and convenience, and to facilitate decision making by elected officials. As always, you should consult your county attorney before you take any action that may have legal consequences, including using any form from the CTSI website.

For more information, please contact CTSI at 303-861-0507. To get your login ID and password, contact Seth Fraser at 303-861-0507 or sfraser@ctsi.org.