

Personnel Policy Requirements

For most managers reviewing county policies is the last thing they want to do. However, there are certain minimum policy requirements that they need to apply. This list has the topics that we have determined will most likely be questioned by employees. Managers need to be prepared to field questions, and counties need to be able to explain their management policies.

If you don't have policies in place; you can use this list as a guide. Samples of these policies are also available on our website at www.ctsi.org.

Personnel Policy Suggested Minimums:

- At-will statement (or just cause/procedure)
- Job classifications and work week defined
- Workers' compensation statements
- Family Medical Leave Act rules
- Drug-free workplace policies (can vary)
- EEO-anti-harassment, discrimination, and retaliation policy and complaint method
- ADA statements and method
- Acknowledgment signature by employee
- COBRA
- HIPAA
- Date of Implementation

Highly recommended:

- Management authority statement
- Right to change/amend
- Explanation of benefits

- Definition of overtime, compensation time, and leaves including military
- Political activity protection policy
- Workplace harassment/violence
- Confidentiality/misuse of information
- Misuse of county property and facilities
- Disciplinary power of supervisors
- Hiring, selection standards and requirements

Should also consider:

- Absence, tardiness and leave policies
- Gift and gratuity policy
- Outside employment policy
- Policy on not supervising relatives
- Anti-nepotism
- Lunch and break requirements
- Agility and medical screenings, fitness exams
- Performance standards/discipline methods
- Layoff and severance pay policy

Last but not least:

- Drug testing of any type requires legal procedures
- Safety requirements for specified jobs may be important in reducing workers' compensation claims and liability costs. This may include driving and other minimum requirements.

For more information, contact CTSI at 303-861-0507.