

WALLACE COUNTY PERSONNEL POLICIES AND PROCEDURES

1 GENERAL PROVISIONS

- 1.1 Purpose
- 1.2 Interpretation and Amendment
- 1.3 Representation
- 1.4 Employment at Will
- 1.5 Responsibility of Supervisory Employees
- 1.6 Departmental Guidelines
- 1.7 Appointing Authority

2 EQUAL EMPLOYMENT OPPORTUNITY

- 2.1 Statement of Purpose
- 2.2 Statement of Policy
- 2.3 Program Responsibility

3 WALLACE COUNTY EMPLOYMENT STATUS

- 3.1 Definition of Employment Status
- 3.2 Introductory Training Period
- 3.3 Hours of Work
- 3.4 Holidays, Overtime and Compensation
- 3.5 Pay Increases
- 3.6 Pay Records
- 3.7 Longevity Pay
- 3.8 Wage Scale
- 3.9 Nepotism
- 3.10 Citizenship Verification
- 3.11 Vacation
- 3.12 Leave
- 3.13 Changes in Wages, Benefits and Policies
- 3.14 Evaluation
- 3.15 Personnel Records

3.16	Job Abandonment
3.17	Weather-Related Emergencies
3.18	Retirement/Leaving Employment
3.19	Garnishment of Wages
3.20	Compensatory Time Maximum Limits and Use
4	EMPLOYEE BENEFITS
4.1	Health Insurance
4.2	Retirement Benefits
4.3	Life and Long-Term Disability
4.4	Workers' Compensation
4.5	Sec. 125, Cafeteria & Flexible Spending Plan
4.6	Sick Leave Bank-Emergency Medical Leave Sharing Program
5	FAMILY AND MEDICAL LEAVE ACT
5.1	Statement of Intent
5.2	Statement of Policy
5.3	Statement of Procedure
6	DISCIPLINE
6.1	Authority to Discipline
6.2	General Policy
6.3	Disciplinary Actions
6.4	Procedure for Disciplinary Action
6.5	Conduct Subject to Disciplinary Action
6.6	Resignation
6.7	Exit Interview
7	SEXUAL HARASSMENT POLICY
7.1	Statement of Policy
7.2	What is Sexual Harassment
7.3	What You Can Do About Sexual Harassment
7.4	Making Sexual Harassment Complaints
7.5	Report and Investigation of Sexual Harassment Complaints
7.6	Obligation of Employees

8 SMOKE AND DRUG-FREE WORKPLACE POLICY

- 8.1 Statement of Intent
- 8.2 Statement of Policy
- 8.3 Responsibility
- 8.4 Drug-Free Workplace
- 8.5 Drug and Alcohol Testing Policy

9 TRAINING AND LICENSING POLICIES

- 9.1 Purpose
- 9.2 Definitions
- 9.3 Training Programs and Professional Certification Programs

10 BUSINESS TRAVEL POLICY

- 10.1 Purpose
- 10.2 Statement of Policy
- 10.3 Overnight Trips

11 POLITICAL ACTIVITY

12 CHILDREN AND RELATIVES AT THE WORKPLACE

- 12.1 Purpose
- 12.2 Policy

13 PERSONAL MAIL AND ELECTRONIC MESSAGES

14 ZERO TOLERANCE WORKPLACE VIOLENCE POLICY

15 EMPLOYEE TRANSPORTATION AND SAFETY POLICY

- 15.1 Purpose
- 15.2 Commuting Rule
- 15.3 Accidents Involving County Vehicles
- 15.4 Enforcement

16 DRIVER'S LICENSE POLICY

17 ACQUISITION OF GOODS, PRODUCTS AND SERVICES

- 17.1 Purpose
- 17.2 Purchasing of Goods, Products or Services
- 17.3 Purchasing Gifts
- 17.4 Credit Card Charges
- 17.5 Regular Purchase/Bills

18 CLASSIFICATION, DISPOSAL, AND/OR SALE OF SURPLUS PROPERTY

- 18.1 Purpose
- 18.2 Classifying Surplus Property
- 18.3 Disposal for Surplus Property
- 18.4 Procedures for Sale of Surplus Property
- 18.5 Inventory of Personal Property

19 CELL PHONE POLICY

- 19.1 Purpose
- 19.2 Tax Consequences
- 19.3 Procedures
- 19.4 Safety

20 WEAPONS IN THE WORK PLACE

- 20.1 Purpose
- 20.2 Statement of Policy

APPENDIX A: Wallace County Employee Assistance Program

APPENDIX B: Wallace County Workplace Substance Abuse and Testing Policy
(For Non-DOT)

APPENDIX C: Wallace County Drug and Alcohol Testing Policy
(For FMCSA/DOT)

APPENDIX D: Wallace County Bloodborne Pathogens Exposure Control Plan

APPENDIX E: Purchasing Procedures Policy