

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 ACQUISTION 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