

Unified Government Human Resources Guide

Effective 6-27-23

TABLE OF CONTENTS

SECTION 1 - INTRODUCTION

- 1.1 Human Resources Guide
- 1.2 Definitions

SECTION 2 - EMPLOYMENT - GENERAL

- 2.1 Equal Opportunity in Employment
- 2.2 Harassment in the Workplace
- 2.3 Immigration and Naturalization
- 2.4 Drug Free Workplace
- 2.5 Smoke Free Workplace
- 2.6 Selection/Transfer of Employees
- 2.6A- Selection of Public Safety Employees
- 2.7 Residency Requirement
- 2.8 Hours of Operation, the Workweek and Month
- 2.9 Probationary Period
- 2.10 Attendance
- 2.11 Breaks in Employment
- 2.12 Layoff / Recall
- 2.13 Identification Badges
- 2.14 Employee Privacy and Access to Personnel Records
- 2.15 Speech Before the Board of Commissioners
- 2.16 Suspension of Work
- 2.17 Americans with Disabilities Act
- 2.17A Pregnant Worker Fairness Act
- 2.18 Successor Training for Employees Retiring
- 2.19 Break Time for Nursing Mothers
- 2.20 Remote Work

SECTION 3 - PAY PRACTICES

- 3.1 Classification and Compensation
- 3.2 Performance Evaluation
- 3.3 Separation from Employment
- 3.4 Overtime / Compensatory Time
- 3.5 Retirement
- 3.6 Travel, Training and Mileage Reimbursement

1

Table of Contents



Unified Government Human Resources Guide

Effective 6-27-23

SECTION 4 - BENEFITS

- 4.1 Health Care Benefits
- 4.2 Employee Assistance Program
- 4.3 Cafeteria Plan / Section 125
- 4.4 Parking Benefit Plan / Section 132
- 4.5 Education Reimbursement Program

SECTION 5 - ABSENCES FROM WORK

- 5.1 Sick Leave
- 5.2 Vacation
- 5.3 Holidays
- 5.4 Personal Leave
- 5.5 Bereavement Leave
- 5.6 Family and Medical Leave
- 5.7 Military Leave
- 5.8 Court Appearances by Employees
- 5.9 Jury Service
- 5.10 -Time Off To Vote
- 5.11 Leaves of Absence Without Pay
- 5.12 Special Recognition Leave
- 5.13 Paid Childbirth and Parental Leave

SECTION 6 - SAFETY IN THE WORKPLACE

- 6.1 Workers' Compensation and Injury Leave
- 6.2 Driver Safety and Accident Reporting
- 6.3 Violence Free Workplace
- 6.4 Temporary Alternative Duty
- 6.5 Use of Cell Phones or Electronic Devices While Driving

SECTION 7 - EMPLOYEE CONDUCT

- 7.1 Rules and Discipline
- 7.2 Grievance Procedure
- 7.3 Responsible Use of Information Technology
- 7.4 Substance Abuse
- 7.4A- Substance Abuse Transit Department
- 7.5 Social Media



Unified Government Human Resources Guide

Effective 6-27-23

SECTION 8 - INDEX AND FORMS

- 8.1 Index of Policies
- 8.2 Index of Forms and Copies of Forms