



# HSD Personnel Policies

## October 15, 2009

### **040 Employee**

#### **041 Code of Conduct (03/24/09)**

- 041.1 Purpose
- 041.2 Definitions
- 041.3 Policy
- 041.4 Standard of Service
- 041.5 Rules of Conduct
- 041.6 Outside Employment
- 041.7 Use of Office
- 041.8 Disclosure or Misuse of Confidential or Official Information
- 041.9 Political Activities
- 041.10 Governor's Code of Conduct
- 041.11 Medicaid Programs

#### **IT Resources Usage**

- Governor's Executive Order (2003)
- Secretary Hyde Clarification of Computer and IT Resources Usage (02/28/07)
- Policy Acknowledgement Form

#### **042 HSD Complaint Policy and Procedures (01/13/09)**

- 042.1 Purpose
- 042.2 Definitions
- 042.3 Policy
- 042.4 Filing a Complaint
- 042.5 Complaint Procedure and Resolution Process
- 042.6 The Role of the EEO Officer-ADA/504 Compliance Coordinator
- 042.7 Miscellaneous
- 042.8 References

#### **043 General Office Policies**

- 043.1 Safety, Loss Prevention and Control (02/25/09)
- 043.2 Smoking (01/13/09)
- 043.3 Personal Telephone Calls (10/02/09)
- 043.4 Hazardous Roads/Weather (02/25/09)
- 043.6 Solicitation of Department Employees on Department Premises (07/16/09)
- 043.7 Workers' Compensation (01/13/09)
- 043.8 Employee Dress Code (07/09/09)
- 043.9 Use of State Vehicle (01/13/09)
- 043.10 Employee Service Recognition (07/09/09)
- 043.11 Medical Documentation (06/26/09)
- 043.12 Use of a Breast Pump in the Workplace (01/13/09)
- 043.13 Domestic Abuse Referral(10/02/09)
- 043.15 Email Retention (06/26/09)
- 043.17 Confidentiality (10/02/09)

## **044 Employment and Separation**

- 044.1 Recruitment **(01/13/09)**
- 044.2 Applicant Lists, Interviewing and Selection **(01/13/09)**
- 044.3 Conducting Reference Checks **(01/13/09)**
- 044.5 Manager and Employee Evaluation **(01/13/09)**
- 044.6 Nepotism **(01/13/09)**
- 044.7 Disciplinary Action **(02/25/09)**

## **045 Leave**

- 045.1 Leave Authorization **(02/25/09)**
- 045.2 Leave Without Pay **(02/25/09)**
- 045.3 Family Medical Leave **(06/26/09)**
- 045.5 Administrative Leave **(06/26/09)**
- 045.6 Leave Donations **(02/25/09)**
- 045.7 Educational Leave / Tuition Reimbursement **(02/25/09)**
- 045.8 Annual and Sick Leave **(02/25/09)**
- 045.9 Public Health Emergency Threat **(02/25/09)**

## **046 Work Schedule**

- 046.1 Overtime **(07/09/09)**
- 046.3 Job Sharing **(07/16/09)**
- 046.4 Flex/Alternative Work Schedules **(01/13/09)**
- 046.6 Compensation (Pay) **(09/21/09)**
- 046.7 Unrestricted Call-Back **(02/25/09)**
- 046.8 Teleworking **(01/13/09)**

## **047 Substance Abuse Policy and Procedures**

- 047.1 Drug and Alcohol Free Workplace **(10/02/09)**

## **050 Non-Discrimination**

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- 050.1 Non-Discrimination in Employment Practices **(02/25/09)**
- 050.2 Harassment **(06/26/09)**
- 050.3 ADA Reasonable Accommodation **(02/25/09)**
- 050.4 Whistleblower **(01/13/09)**