# TABLE OF CONTENTS

**Policy 1: Purpose and Use**  
- 1.1 Purpose of Policies and Procedures  
- 1.2 Revision  
- 1.3 At-Will Employment  
- 1.4 Applicability to Appointed and Elected Officials  

**Policy 2: General Policies**  
- 2.1 Equal Employment Opportunity  
- 2.2 Sexual Harassment/Discrimination  
- 2.3 Americans with Disabilities Act  

**Policy 3: Recruitment, Hiring and Promotion**  
- 3.1 Recruitment and Hiring Policy  
- 3.2 Employee-in-Training Period  
- 3.3 Promotion/Transfer  

**Policy 4: Hours of Work**  
- 4.1 General Policy  
- 4.2 Attendance  

**Policy 5: Leaves of Absence and Benefits**  
- 5.1 Leave General Policy  
- 5.2 Voting Leave  
- 5.3 FMLA Leave  
- 5.4 Holidays  
  - 5.4.1 Work on a Holiday  
  - 5.4.2 Paid Holiday on Regular Day Off  
- 5.5 Benefits  

**Policy 6: Drug and Alcohol Abuse Policy**  

**Policy 7: Computer Usage**  

**Policy 8: Disciplinary Action**  

**Policy 9: Grievance Procedure**  
- 9.1 Grievance Claims  
- 9.2 Appeal  
- 9.3 Voluntary Separations and Grievances  

**Policy 10: Appointed and Elected Officials**  
- 10.1 Definition  
- 10.2 General