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