

Updating your Personnel Policy Using ICRMP's Sample Policy

Decision points for the governing board:

1. Is your policy "at will" or "for cause"?
 - a. If you have a combination, it is likely "for cause".
 - b. This decision may be influenced by the community standards.
 - c. Do you have union employees?
2. Nepotism – do you want additional restrictions?
3. Review "Rules of employee conduct", do you need to modify or add additional?
4. "Relationship policy" – optional, work with your Attorney if you modify.
5. "Candidacy for elected office" – see decision point 4. (Mostly Counties)
6. Identify appointed officials and statutes to appoint/remove. (Cities only)
7. Compensation time or paid overtime? If comp, what is the limit?
8. Work periods are set, probably copy from current policy.
9. Benefits – copy from current policy (or practice).
10. FMLA, do you have 50 employees? Are you sure?
11. Discipline process – see decision point 1.
12. Discrimination/Harassment policy – identify "designated person", list multiple options to report.
13. Reduction in Force (RIF), Exit Interview, Resignation Policy
14. How do employees acknowledge receiving or having access to the policy?



Member Owned, Member Driven

Your Agency's PERSONNEL POLICY

THE LAW

- Equal Employment Opportunity Statement
- Veteran's Preference and Rights
- Nepotism / Hiring of Relatives
- Overtime / Compensatory Time Policy
- Work periods
- Payroll Procedures and Paydays
- Military Leave
- On-the-Job Injuries
- Family Medical Leave Act (FMLA)
- Opportunity to be Heard
- Workplace Discrimination, Harassment and Retaliation Policy
- COBRA Benefits

RECOMMENDED

- Employee Personnel Files: Personnel Records
- Access to personnel Files
- Introduction period
- Classifying Employees for Policy Purposes
- Classifying Employees for Benefit Purposes
- Compensation Policies: Establishment of Employee Compensation
- Reporting and Verifying Time Records
- Payroll Deductions
- Employee Performance and Discipline
- Exit Interview
- Resignation Policy

OPTIONAL

- Preference for Hiring from Within
- Employment Forms to be Completed
- Personal Conduct
- Relationship Policy
- Candidacy for Elective Office
- Compensation: Serving on Jury Duty, Witness in Court Proceeding
- Travel Expense Reimbursement
- BYOP: Employee Benefits: Vacation Leave, Sick Leave
- Holidays
- Retirement Program Offering, Transfer of Benefits with Employee Transfer