

Scott County  
Human Resources Policies

| <b><u>Policy #</u></b> | <b><u>Policy Name</u></b>                         | <b><u>Approval</u></b> |
|------------------------|---|------------------------|
| A                      | PRIDE & Acknowledgment                            | 12/22/2011             |
| B                      | Equal Employment Opportunity & Affirmative Action | 12/21/2010             |
| C                      | Recruitment & Selection                           | 4/18/2019              |
| D                      | Classification & Compensation                     | 10/1/2020              |
| E                      | Employee Development & Training                   | 2/28/2014              |
| F                      | Performance Appraisal & Development System        | 4/18/2019              |
| G                      | Employee Conduct                                  | 4/18/2019              |
| H                      | Employment (Personnel) Records                    | 12/19/2013             |
| I                      | Hours of Work                                     | 4/18/2019              |
| J                      | Overtime Compensation                             | 4/18/2019              |
| K                      | Holidays  | 4/18/2019              |
| L                      | Vacation  | 4/18/2019              |
| M                      | Paid Leave of Absence                             | 9/7/2017               |
| N                      | Unpaid Leave of Absence                           | 9/3/2009               |
| O                      | Short Term Disability (Sick Leave)                | 2/28/2014              |
| P                      | Insurance & Deferred Compensation                 | 10/31/2019             |
| Q                      | Employee Assistance Program                       | 9/7/2017               |
| R                      | Corrective & Disciplinary Actions                 | 8/22/2019              |
| S                      | Employee Grievance Procedure                      | 11/24/2009             |
| T                      | Travel Regulations                                | 9/7/2017               |
| U                      | Separation of Employment                          | 4/18/2019              |
| V                      | Employee Recognition                              | 4/18/2019              |
| W                      | Emergency Closure of County Buildings             | 10/1/2020              |
| X                      | Substance Abuse/Drug-Free Workplace               | 5/28/2009              |
| Y                      | Family Medical Leave                              | 12/19/2013             |
| Z                      | Temporary Alternative Duty Work Program           | 11/24/2009             |
| AA                     | Worker's Comp                                     | 11/24/2009             |
| BB                     | Workplace Violence                                | 6/29/2017              |
| CC                     | Employee Legal Defense                            | 9/23/2004              |
| DD                     | Attendance  | 5/7/2015               |
| EE                     | Workplace Harassment                              | 5/4/2017               |