

**NEW CASTLE COUNTY
OFFICE OF HUMAN RESOURCES
PERSONNEL POLICIES AND PROCEDURES**

This policy manual contains the New Castle County personnel policies which have been promulgated in order to provide fair, consistent, and non-discriminatory human resources administration throughout New Castle County in accordance with existing laws and the applicable collective bargaining agreements. These policies will constitute the authority for human resources related decisions with respect to the subject matter covered by the respective policies. In many cases, these policies represent a combined responsibility of the department, row office, employee, and the Office of Human Resources to act so as to effectively execute the terms of the policy. New policies and changes to existing policies will be sent to employees, and each employee is responsible for keeping his or her manual updated.

| POLICY NAME | POLICY NO. | LAST REVISION DATE |
|--|-------------------|---------------------------|
| Administrative Leave with Pay | 2.03 | 01/31/05 |
| Agreement to Retire in Fiscal Year 2011 | 3.20 | 07/01/10 |
| Alternative Work Schedule | 5.23 | 03/21/22 |
| Americans with Disabilities Act (ADA) | 4.02 | 05/15/01 |
| Application Forms for Full-Time Employment | 4.09 | 05/01/01 |
| Background Checks | 5.14 | 11/07/05 |
| Building Security/Employee Identification and Visitor Management | 5.17 | 07/29/14 |
| City Wage Tax | 5.19 | 03/18/16 |
| Civil Leaves – County-Related Court Appearances | 3.11 | 09/01/97 |
| Compensatory Leave – Earning and Usage | 3.16 | 03/27/13 |
| Computers and Technology | 4.06 | 07/01/22 |
| County Take-Home Vehicles | 2.01 | 01/01/03 |
| Comprehensive COVID-19 Policy | 3.24 | 07/13/22 |
| Direct Deposit | 2.08 | 05/01/06 |
| Discipline Policy | 1.00 | 06/18/07 |
| Dissemination of Information | 4.15 | 04/07/05 |
| Dress Code | 5.08 | 07/01/11 |
| Drug and Alcohol Testing | 5.03 | 02/08/12 |
| Drug and Alcohol Testing for Commercial Motor Vehicle Operators | 5.07 | 05/19/15 |
| Drug and Alcohol Testing Procedures – Pre-Employment Testing | 4.14 | 11/01/97 |
| Drug-Free Workplace Act | 4.01 | 05/01/01 |
| Eligibility for Health Insurance Coverage | 1.04 | 05/06/16 |
| Emergency Conditions | 1.03 | 10/21/15 |
| Employee Incentive Program | 5.11 | 06/03/05 |
| Fair Labor Standards Act (FLSA) Election for Law Enforcement Exemption | 1.02 | 05/01/01 |
| Fair Labor Standards Act (FLSA) Workday & Workweek | 1.01 | 05/01/01 |
| Family and Medical Leave | 3.15 | 06/19/12 |
| FOP Sick Leave Bank | 4.18 FOP | 12/19/14 |
| Gifts and Gratuities | 5.04 | 08/27/07 |
| Group Health Insurance Coverage | 2.04 | 10/21/15 |

| POLICY NAME | POLICY NO. | LAST REVISION DATE |
|---|-------------------|---------------------------|
| Harassment | 5.10 | 06/27/19 |
| Health Insurance Portability and Accountability Act (HIPAA) | 3.07 | 04/14/03 |
| Jury Duty Leave | 3.10 | 05/01/01 |
| Leave for Medical Treatment of Work Injuries and Illnesses | 3.22 | 09/27/12 |
| Leave of Absence to Participate in Political Campaigns | 3.12 | 05/01/01 |
| Leave Policy for Certain Appointed Employees | 3.04 | 07/25/18 |
| Leaves for Court Appearances for Non-County Related Business | 3.09 | 05/01/01 |
| Leaves of Absence without Pay | 3.01 | 03/18/16 |
| Local 1607 Bilingual Bonus | 5.21 | 11/20/20 |
| Loss of Job Requirement – Driving Privileges | 5.02 | 04/15/01 |
| Maintenance of Ethical Standards | 2.02 | 05/10/04 |
| Military Training Leave | 3.13 | 12/18/03 |
| Mobile Communication Devices | 5.13 | 07/19/18 |
| Nepotism | 4.19 | 07/23/13 |
| Oral Board Examinations | 4.04 | 04/15/01 |
| Overtime Compensation for Appointed Employees of the Executive Branch | 5.16 | 09/18/13 |
| Paid and Unpaid Internships and Co-Ops | 5.18 | 05/19/15 |
| Paid Educational Leave | 3.08 | 05/01/01 |
| Paid Parental Leave | 3.26 | 07/01/22 |
| Part-Time Employees | 4.08 | 04/15/01 |
| Physical Therapy at New Castle County Facilities - RESCINDED | 3.21 | 05/15/13 |
| Return to Work | 3.23 | 10/21/15 |
| Review of Examination Materials | 4.12 | 09/18/00 |
| Right to Inspect Personnel Files | 2.06 | 03/17/04 |
| Selection of Individuals for Temporary/Seasonal and Recurring Part-Time Positions | 4.05 | 03/18/16 |
| Selection of School Crossing Guards | 4.07 | 11/01/97 |
| Seniority Points | 4.11 | 12/12/17 |
| Service Crediting for Rehired Employees | 3.03 | 12/05/11 |
| Short-Term Disability Related to Pregnancy and Childbirth | 3.05 | 05/01/01 |
| Sick Call-Off Policy | 2.05 | 07/01/00 |
| Sick Leave Bank | 4.18 | 08/12/15 |
| Sick Leave Extensions | 3.02 | 09/25/00 |
| Special Event Time | 4.13 | 05/06/16 |
| Telecommuting | 5.22 | 03/21/22 |
| Tobacco-Free Library Facilities & Park Play Areas | 5.15 | 03/17/14 |
| Tobacco-Free Workplace | 5.06 | 08/06/18 |
| Tuition Reimbursement | 5.05 | 06/27/14 |
| Union Business/Grievance Processing Investigation | 3.14 | 05/01/01 |
| Union Convention Leave | 3.06 | 05/01/01 |

| POLICY NAME | POLICY NO. | LAST REVISION DATE |
|----------------------------|-------------------|---------------------------|
| Vacation Accrual and Usage | 3.18 | 12/16/14 |
| Veteran's Preference | 4.10 | 07/01/97 |
| Voice Mail | 5.01 | 10/01/98 |
| Voluntary Demotion | 4.03 | 07/29/14 |
| Voluntary Exit Interviews | 2.07 | 07/01/01 |
| Volunteerism and Service | 3.19 | 12/18/19 |
| Workplace Environment | 5.12 | 06/27/05 |
| Workplace Violence | 5.09 | 08/03/12 |