

**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.

<b>POLICY NAME</b>	<b>POLICY NO.</b>	<b>LAST REVISION DATE</b>
Discipline Policy	1.00	06/18/07
Fair Labor Standards Act (FLSA) Workday & Workweek	1.01	05/01/01
Fair Labor Standards Act (FLSA) Election for Law Enforcement Exemption	1.02	05/01/01
Emergency Conditions	1.03	10/21/15
Eligibility for Health Insurance Coverage	1.04	05/06/16
County Take-Home Vehicles	2.01	01/01/03
Maintenance of Ethical Standards	2.02	05/10/04
Administrative Leave with Pay	2.03	01/31/05
Group Health Insurance Coverage	2.04	10/21/15
Sick Call-Off Policy	2.05	07/01/00
Right to Inspect Personnel Files	2.06	03/17/04
Voluntary Exit Interviews	2.07	07/01/01
Direct Deposit	2.08	05/01/06
Leaves of Absence without Pay	3.01	03/18/16
Sick Leave Extensions	3.02	09/25/00
Service Crediting for Rehired Employees	3.03	12/05/11
Leave Policy for Certain Appointed Employees	3.04	07/25/18
Short-Term Disability Related to Pregnancy and Childbirth	3.05	05/01/01
Union Convention Leave	3.06	05/01/01
Health Insurance Portability and Accountability Act (HIPAA)	3.07	04/14/03
Paid Educational Leave	3.08	05/01/01
Leaves for Court Appearances for Non-County Related Business	3.09	05/01/01
Jury Duty Leave	3.10	05/01/01
Civil Leaves – County-Related Court Appearances	3.11	09/01/97
Leave of Absence to Participate in Political Campaigns	3.12	05/01/01
Military Training Leave	3.13	12/18/03
Union Business/Grievance Processing Investigation	3.14	05/01/01
Family and Medical Leave	3.15	06/19/12
Compensatory Leave – Earning and Usage	3.16	03/27/13
Vacation Accrual and Usage	3.18	12/16/14
Volunteerism and Service	3.19	12/18/19
Agreement to Retire in Fiscal Year 2011	3.20	07/01/10

<b>POLICY NAME</b>	<b>POLICY NO.</b>	<b>LAST REVISION DATE</b>
<b>Physical Therapy at New Castle County Facilities - RESCINDED</b>	<b>3.21</b>	<b>05/15/13</b>
Leave for Medical Treatment of Work Injuries and Illnesses	3.22	09/27/12
Return to Work	3.23	10/21/15
Comprehensive COVID-19 Policy	3.24	07/13/22
Paid Parental Leave	3.26	07/01/22
Drug-Free Workplace Act	4.01	05/01/01
Americans with Disabilities Act (ADA)	4.02	05/15/01
Voluntary Demotion	4.03	07/29/14
Oral Board Examinations	4.04	04/15/01
Selection of Individuals for Temporary/Seasonal and Recurring Part-Time Positions	4.05	03/18/16
Computers and Technology	4.06	07/01/22
Selection of School Crossing Guards	4.07	11/01/97
Part-Time Employees	4.08	04/15/01
Application Forms for Full-Time Employment	4.09	05/01/01
Veteran's Preference	4.10	07/01/97
Seniority Points	4.11	12/12/17
Review of Examination Materials	4.12	09/18/00
Special Event Time	4.13	05/06/16
Drug and Alcohol Testing Procedures – Pre-Employment Testing	4.14	11/01/97
Dissemination of Information	4.15	04/07/05
Sick Leave Bank	4.18	08/12/15
FOP Sick Leave Bank	4.18 FOP	12/19/14
Nepotism	4.19	07/23/13
Voice Mail	5.01	10/01/98
Loss of Job Requirement – Driving Privileges	5.02	04/15/01
Drug and Alcohol Testing	5.03	02/08/12
Gifts and Gratuities	5.04	08/27/07
Tuition Reimbursement	5.05	06/27/14
Tobacco-Free Workplace	5.06	08/06/18
Drug and Alcohol Testing for Commercial Motor Vehicle Operators	5.07	05/19/15
Dress Code	5.08	07/01/11
Workplace Violence	5.09	08/03/12
Harassment	5.10	06/27/19
Employee Incentive Program	5.11	06/03/05
Workplace Environment	5.12	06/27/05
Mobile Communication Devices	5.13	07/19/18
Background Checks	5.14	11/07/05
Tobacco-Free Library Facilities & Park Play Areas	5.15	03/17/14

<b>POLICY NAME</b>	<b>POLICY NO.</b>	<b>LAST REVISION DATE</b>
Overtime Compensation for Appointed Employees of the Executive Branch	5.16	09/18/13
Building Security/Employee Identification and Visitor Management	5.17	07/29/14
Paid and Unpaid Internships and Co-Ops	5.18	05/19/15
City Wage Tax	5.19	03/18/16
Local 1607 Bilingual Bonus	5.21	11/20/20
Telecommuting	5.22	03/21/22
Alternate Work Schedule	5.23	03/21/22