

TABLE OF CONTENTS

CHAPTER 1	GENERAL PROVISIONS	
Section 1.	Authority	1-1
Section 2.	Coverage	1-1
Section 3.	Interpretation	1-1
Section 4.	Enforcement	1-1
Section 5.	Personnel Policies	1-2
Section 6.	Equal Employment Opportunity	1-2
Section 7.	Discrimination and Sexual Harassment	1-3
Section 8.	Substance Abuse	1-3
Section 9.	Personnel Forms	1-4
Section 10.	Employee Participation	1-4
Section 11.	Personnel Records	1-4
Section 12.	Responsibility for Agency Function	1-5
Section 13.	Management Rights	1-5
Section 14.	Politics	1-6
Section 15.	Conflicts of Interest	1-6
Section 16.	Personal Conduct	1-6
Section 17.	Dual Employment	1-6
Section 18.	Use of State Property	1-7
Section 19.	Savings Clause	1-7
CHAPTER 2	RECRUITMENT	
Section 1.	Recruitment	2-1
CHAPTER 3	APPLICATION FOR EMPLOYMENT	
Section 1.	Application Procedure	3-1
Section 2.	Causes of Ineligibility of Applicants	3-1
CHAPTER 4	EXAMINATIONS	
Section 1.	Nature and Development of Examinations	4-1
Section 2.	Veterans' Preference Points Upon Initial Appointment	4-1
Section 3.	Final Selection Examinations	4-1
Section 4.	Probationary Period	4-2
CHAPTER 5	APPLICANT POOL	
Section 1.	Applicant Pool	5-1
Section 2.	Removal of Applicants from Applicant Pool	5-1
Section 3.	Availability of Applicants	5-1

CHAPTER 6	CANDIDACY FOR APPOINTMENT	
Section 1.	Determination of Candidate Group	6-1
Section 2.	Preconditions to Appointment	6-1
Section 3.	Responsibilities of Appointing Authorities	6-2
Section 4.	Veterans' Preference Upon Initial Appointment	6-2
Section 5.	Probationary Appointment	6-3
Section 6.	Appointment by Promotion	6-3
Section 7.	Emergency Appointment	6-3
Section 8.	Temporary Appointment	6-4
Section 9.	At-will Appointment	6-4
Section 10.	Permanent Appointment	6-4
Section 11.	Appointment of Students on Intern Programs	6-4
Section 12.	Intermittent Appointment	6-5
Section 13.	Reappointments	6-5
Section 14.	Employment of Relatives	6-5
Section 15.	Appointment of Non-U.S. Citizens	6-6
CHAPTER 7	POSITION CONTROL	
Section 1.	Position Status	7-1
Section 2.	Job Content Questionnaire	7-1
Section 3.	Task Assignments	7-1
Section 4.	Position Vacancies	7-2
Section 5.	Position Appointments	7-2
Section 6.	Interim Assignments	7-3
Section 7.	Establishment of New Positions	7-3
Section 8.	At-Will Contract Employees	7-3
CHAPTER 8	POSITION CLASSIFICATION	
Section 1.	Position Classification Plan	8-1
Section 2.	Class Specifications	8-1
Section 3.	Position Information	8-2
Section 4.	Position Classification	8-2
Section 5.	Classification System Maintenance	8-2
Section 6.	Effective Dates of Classification and Reclassification	8-4
CHAPTER 9	COMPENSATION	
Section 1.	Compensation Plan	9-1
Section 2.	Salary Surveys	9-2
Section 3.	Pay Rates	9-2
Section 4.	Compensation Adjustments	9-2
Section 5.	Overtime	9-4
Section 6.	Compensation Upon Separation	9-5
Section 7.	Executive Compensation	9-6

CHAPTER 10	LEAVE	
Section 1.	Vacation Leave	10-1
Section 2.	Sick Leave	10-2
Section 3.	Bereavement Leave	10-5
Section 4.	Holiday Leave	10-5
Section 5.	Exempt Paid Time Off	10-6
Section 6.	Parental Leave	10-7
Section 7.	Voting Leave	10-7
Section 8.	Court Leave	10-7
Section 9.	Legislative Leave	10-7
Section 10.	Educational Leave	10-7
Section 11.	Administrative Leave	10-8
Section 12.	Personal Leave	10-8
Section 13.	Military Leave	10-9
Section 14.	Leave Without Pay	10-9
Section 15.	Administrative Review Leave	10-10
Section 16.	Family and Medical Leave Act (FMLA)	10-10
CHAPTER 11	DISCIPLINE FOR PERMANENT EMPLOYEES	
Section 1.	Reasons for Discipline	11-1
Section 2.	Determination of Appropriate Discipline	11-2
Section 3.	Types of Discipline	11-2
CHAPTER 12	GRIEVANCES AND APPEALS FOR PERMANENT EMPLOYEES	
Section 1.	Statement of Policy	12-1
Section 2.	General Provisions	12-1
Section 3.	Definition of Grievance	12-3
Section 4.	Compliance with Procedure	12-3
Section 5.	Grievance Procedure Steps	12-3
Section 6.	Dismissal/Reduction in Force Appeals	12-7
CHAPTER 13	DISMISSAL OF NON-PERMANENT EMPLOYEES	
Section 1.	Dismissal of Non-permanent Employees	13-1
CHAPTER 14	PERFORMANCE APPRAISAL	
Section 1.	Performance Appraisal System	14-1
Section 2.	Coverage	14-1
Section 3.	Responsibility of Agency Heads	14-1
Section 4.	Appraisal Dates	14-1
Section 5.	Frequency of Appraisals	14-2
Section 6.	Evaluators	14-3

Section 7.	Performance Standards	14-3
Section 8.	Performance Planning	14-3
Section 9.	Mid-Term Performance Review	14-4
Section 10.	Appraisal Interview	14-4
Section 11.	Work Improvement Plan	14-4
Section 12.	Reappraisal of "Needs Improvement"	14-4
Section 13.	Copies of Records	14-5
Section 14.	Time Periods	14-5
Section 15.	Compliance with Procedure	14-5
Section 16.	Performance Appraisal Appeal	14-5
CHAPTER 15	SERVICE AND RECOGNITION AWARDS	
Section 1.	Service and Awards	15-1
Section 2.	Recognition Awards	15-1
CHAPTER 16	SEPARATION	
Section 1.	Resignation	16-1
Section 2.	Termination of Time-Limited Employment	16-1
Section 3.	Dismissal	16-1
Section 4.	Reduction in Force	16-2
CHAPTER 17	REDUCTION IN FORCE	
Section 1.	Definition	17-1
Section 2.	Procedures	17-1
Section 3.	Reinstatement Rights	17-2
Section 4.	Reinstatement Appointments	17-2
CHAPTER 18	ALTERNATIVE WORK SCHEDULES	
Section 1.	Telework	18-1
Section 2.	Flextime	18-2
Section 3.	Compressed Workweek	18-3
APPENDIX A	DEFINITIONS	A-1
APPENDIX B	INDEX	B-1