

Index

INDEX FOR THE MERIT SYSTEM RULES PERSONNEL POLICIES AND ORDINANCE 2000-81

	Rule/Ordinance	Policy
Absence		(See Attendance)
Unauthorized		Policy 8-106 E
Without Leave.....		Policy 8-109
Access to Personnel Files		Policy 8-118 G
Accidents		
Outside employment.....		Policy 8-111 E
Reporting		Policy 8-119 G
Administrative Leave With Pay.....	Rule 12.1 B	Policy 8-107 A
Administrative Review	Rule 4.3	
Administrative Suspension	Rule 12.3	
Alcohol/Drugs.....	Rule 12.1 C	
Anniversary Date.....		Policy 8-121 A
Announcements		(See Selection)
Annual Leave		Policy 8-105
FMLA leave		Policy 8-108 G
Payout upon termination.....		Policy 8-123 B
Transfer of accrued sick leave.....		Policy 8-106 D
Uniformed Service		Policy 8-103 F
Appeals	Rule 14	
Activity leave.....		Policy 8-107 B
Filing appeals	Rule 14.2 A	
Matters which may be appealed ..	Rule 14.1	
Merit System Commission	Rule 3	
Application Files	Rule 6	
Applications.....	Rule 4.2	
Filing.....	Rule 4.2 B	
Disqualification	Rule 4.2 C	
Official Forms	Rule 4.2 A	
Removal from files.....	Rule 6.5	
Appointments	Rule 7.3	
Pre-layoff	Rule 11.4 G	
Attendance		Policy 8-104
Tardiness/Absence.....		Policy 8-104 B
Work schedules		Policy 8-104 A
Bereavement Leave		Policy 8-107 E
Best Interest of County Leave		Policy 8-108 E, I

Callback Pay	Policy 8-102 D
Candidacy Leave	Policy 8-108 D, I
Certificate of Eligible Applicants	Rule 7.2
Selective certification	Rule 6.3
César Chavez Remembrance Day Leave	Policy 8-107 D
Civic Duty Leave	Policy 8-103
Classification System	Rule 9
Class specifications (job title)	Rule 9.2
Effective date of actions	Rule 9.4
Open range	Rule 9.5
Position audit request	Rule 9.3
Community Service Leave	(See Public Service Leave)
Continuous Employment	Policy 8-121 A
Death	
Annual leave payout	Policy 8-123 B
Family member	Policy 8-106 D
Definitions	Rule 1
Policy 8-100 B	
Demotion	Rule 8.2
Disciplinary	Rule 12.2 B
Involuntary	Rule 8.2 A
Notice	Rule 12.2 B
Pay plan	Policy 8-117 I
Probation	Rule 10.2 C
Right to appeal	Rule 14.1 A
Voluntary	Rule 8.2 B
Detail	Rule 8.6
Pay plan	Policy 8-117 L
Discipline	Rule 12
Pre-action meetings	Rule 12.1 B
Reasons for	Rule 12.1 C
Types	Rule 12.2
Discrimination	Rule 13.3
Matters which may be appealed ..	Rule 14.1 B
Dismissal	Rule 11.2
Disciplinary	Rule 12.2 B
Right to appeal	Rule 14.1 A
Drugs/Alcohol	Rule 12.1 C
Drug Testing and Post-Offer Evaluations	Policy 8-114
Post-Offer Evaluations	Policy 8-114 A
Random Alcohol and Controlled Substance Testing	Policy 8-114 B
Alcohol and Controlled Substance Testing Based on Reasonable Suspicion	Policy 8-114 C

Education Leave	Policy 8-108 B, I
Employment of Relatives.....	Policy 8-101
Termination.....	Rule 11.5 B
Entrance Salary.....	Policy 8-117 C
Examinations.....	Rule 5
Content and nature.....	Rule 5.1 B
Disqualification	Rule 4.2 C
Evaluation and rating.....	Rule 5.1 C
Final selection.....	Rule 5.4
General Provisions	Rule 5.1 A
Inspection	Rule 5.3
Preference Points.....	Rule 5.2
Retaking	Rule 5.1 D
Retention	Rule 5.5
Family and Medical Leave Act (FMLA) Leave.....	Policy 8-108 G
Garnishment.....	Policy 8-110
General Provisions	Rule 2
Applicability.....	Rule 2.1
.....	Ordinance 2.24.070
Basic Objectives.....	Rule 2.2
Reprisals	Rule 2.3
Serving of Notice	Rule 2.4
Severability.....	Rule 2.5
Specially-funded employees.....	Rule 2.6
Grade Adjustment (Pay Plan).....	Policy 8-117 F
Grievances	Rule 13
Activity leave.....	Policy 8-107 B
Matters which may be grieved	Rule 13.2, 13.3
Mediation.....	Rule 13.1.....
Procedure.....	Rule 13.2 D, 13.3 B
Group Insurance	(See Insurance)
Harassment.....	Rule 13.3 A
Holiday	Policy 8-102 F
During leave of absence without pay.....	Policy 8-108 I
During use of annual leave.....	Policy 8-105 D
During use of sick leave	Policy 8-106 D
While absent without leave	Policy 8-109 A
Humanitarian/Personal Leave	Policy 8-108 F, I
Initial Probation	Rule 10.2 A
Discrimination grievance	Rule 13.3
Termination.....	Rule 11.3
Insurance	Policy 8-122
Job Title.....	(See Classification System)
Jury Duty Leave	Policy 8-103 B

Layoff	Rule 11.4	
Leaves of Absence With Pay		Policy 8-107
Leaves of Absence Without Pay		Policy 8-108
Insurance.....		Policy 8-122 F
Letter of Counseling	Rule 12.2 A	
Letter of Reprimand.....	Rule 12.2 B	
Mediation Program.....	Rule 13.1.....	Policy 8-115
Medical Disability Leave.....		Policy 8-108 C, I
Merit Increase (Pay Plan).....		Policy 8-117 M
Merit System Commission.....	Rule 3	
Appointment	Ordinance 2.24.050	
Notice of meetings.....	Rule 3 B	
Military Family Leave.....		Policy 8-108 G
Military Leave	(See Uniformed Service Leave)	
Nepotism	(See Employment of Relatives)	
On-call Pay.....		Policy 8-102 E
Open Enrollment		Policy 8-122 D
Open Range Classifications	Rule 9.5	
Pay Plan		Policy 8-117 N
Open Range Reappointment.....	Rule 8.4	
Pay Plan		Policy 8-117 O
Probation	Rule 10.2 F	
Outside Employment.....		Policy 8-111
Overtime.....		Policy 8-102 C
Payroll Deductions		Policy 8-116
Pay Adjustment (Pay Plan)		Policy 8-117 G
Pay Periods.....		Policy 8-117 B
Pay Plan.....		Policy 8-117
Performance Appraisal.....	Rule 15	
Special Observation Period	Rule 12.4	
Personal/Humanitarian Leave		Policy 8-108 F, I
Personnel Records.....		Policy 8-118
Political Activity		
Discipline	Rule 12.1 C	
Disqualification of applicants	Rule 4.2 C	
Preference Points.....	Rule 5.2	
Disability	Rule 5.2 C	
Native American	Rule 5.2 E	
Veteran.....	Rule 5.2 A	
Premium Pay.....		Policy 8-102
Callback.....		Policy 8-102 D
Exclusions		Policy 8-102 B
Holidays.....		Policy 8-102 F
Medical Services		Policy 8-102 I

Premium Pay (cont.)	
On-call	Policy 8-102 E
Overtime	Policy 8-102 C
Shift Differential	Policy 8-102 G
Special Assignment	Policy 8-102 H
Probation	Rule 10
General provisions.....	Rule 10.1
Probation period credit	Rule 10.3
Types.....	Rule 10.2
Promotion	Rule 8.1
Internal recruitment.....	Rule 4.1 A
Pay plan	Policy 8-117 H
Probation	Rule 10.2 B
Public Service Leave	Policy 8-103 D
Reallocation	Policy 8-120
Reappointment	Rule 8.3
Pay plan	Policy 8-117 J
Probation	Rule 10.2 F
.....	Rule 11.4 G
Reassignment	Rule 8.5
Pay plan	Policy 8-117 E
Reclassification	Policy 8-120
Job audit request	Rule 9.3 C
Pay Plan	Policy 8-117 K
Records	(See Personnel Records)
Recruitment	Rule 4.1 A
Announcements.....	Rule 4.1 B
Applications	Rule 4.2
Reduction in Pay	
Right to appeal	Rule 14.1 A
Reemployment	Rule 11.4 I
Certificate of Eligible Applicants ..	Rule 7.1 A
Pay plan	Policy 8-117 D
Probation	Rule 10.2 D
Uniformed Service	Policy 8-103 G
Rehire	(See also Reemployment, Reinstatement)
Corrections Officers	Rule 7.1 A
Public Safety Telecommunicators..	Rule 7.1 A
9-1-1 Communicators	Rule 7.1 A
Probation	Rule 10.2 G
Reinstatement	Rule 7.3 D
Certificate of Eligible Applicants ..	Rule 7.1 A
Layoff.....	Rule 11.4 H
Merit System Commission	Rule 14.4 B

Reinstatement (cont.)		
Pay plan		Policy 8-117 D
Probation	Rule 10.2 E	
Reprisals	Rule 2.3	
Resignation	Rule 11.1	
Retirement.....		Policy 8-123
Annual leave.....		Policy 8-123 B
Insurance program		Policy 8-122 H
Retirement plan		Policy 8-112
Sick leave		Policy 8-106 H
Rules of Conduct.....		Policy 8-119
Selection	Rule 4	
Administrative Review	Rule 4.3	
Announcements.....	Rule 4.1 B	
Applications	Rule 4.2	
Errors in processing.....	Rule 4.4	
Recruitment	Rule 4.1 A	
Selective Certification.....	Rule 6.3	
Seniority	Rule 1.60.....	Policy 8-121
Leave of absence without pay		Policy 8-108 I
Serving of Notice	Rule 2.4	
Shift Differential.....		Policy 8-102 G
Sick Leave.....		Policy 8-106
Conversion upon layoff.....		Policy 8-106 I
Conversion upon retirement		Policy 8-106 H
FMLA.....		Policy 8-108 G
Outside employment.....		Policy 8-111 E
Termination.....		Policy 8-123 B
Transfer from another employee		Policy 8-105 G
.....		Policy 8-106 G
Transfer of accrued annual leave		Policy 8-105 H
Special Assignment Pay.....		Policy 8-102 H
Special Observation Period.....	Rule 12.4	
Special Program Leave		Policy 8-107 C
Specially-Funded Employees.....	Rule 2.6	
Suspension	Rule 12.2 B	
Non-disciplinary (administrative)..	Rule 12.3	
Notice	Rule 12.2 B	
Right to appeal	Rule 14.1 A	
Tardiness		Policy 8-104 B
Terminations	Rule 11	Policy 8-123
Matters which may be appealed..	Rule 14.1 A	
Trainee Program	Rule 10.1 D	
Uniformed Service Leave		Policy 8-103 F, G

Vacation (See Annual Leave)
Verbal Counseling Rule 12.2 A
Victim Leave..... Policy 8-108 H
Voting Policy 8-103 E
Wage Assignment Policy 8-110
Work Schedules Policy 8-104 A
Workers' Compensation Policy 8-113

updated: September 8, 2009