

Human Resource Policy

The Department of Human Resource Management (DHRM) strives to keep the policies on this web site current. From time-to-time policies are revised to keep pace with generally accepted business practices and to comply with changes in state or federal law. Policies under review will be indicated as such in the index with an asterisk (*). If the policy you are seeking is noted as "under review," you should contact your agency Human Resources Officer or DHRM's Agency Human Resource Services (AHRS) by [E-Mail](#).

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1.20 - Employee Recognition Programs	Handbook	9/16/93 7/04/05
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1.25 - Hours of Work	Interpretive Policy Guide - Schedule Adjusting	9/16/93 11/10/04
1.30 - Layoff	Layoff Policy Exceptions-2009 Interpretive Policy Guide - Withdrawing Retirement Account and Layoff Implementation Procedures for 32-Hour Per Week Classified Employee PDF Format Word Format How to Use Your Layoff Layoff Benefits PDF Format MS Word Format Executive Branch Interagency Placement Form - Attachment A (Available from DHRM or Agency HR Office) Notice of Layoff - L1 - Attachment B PDF Format MS Word Format Preferential Card Due to Layoff - Attachment C (Available from DHRM or Agency HR Office) Re-Employment Opportunities Pool	9/25/00 5/16/06
1.35 - Emergency Closings		2/14/00 5/12/05

1.40 - Performance Planning and Evaluation	Interpretive Guide - The Performance Planning Meeting Acknowledgment of Extraordinary Contributor Instructions for Completing Employee Work Profile Employee Work Profile Guide for Designing an Employee Work Profile Interim Evaluation Form Notice of Improvement Needed/Substandard Performance Form Performance Increases and Formula	4/01/01 8/01/01
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1.55 - Return to State Service (Policy deleted)	Return to State Service Guidelines (Effective 5/16/06)	9/16/93
1.57 - Severance Benefits	Implementation Procedures for 32-Hour Per Week Classified Employee PDF Format Word Format	1/01/95 8/10/02

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1.60 - Standards of Conduct	Written Notice Form Attachment A - Example of Offenses	4/16/08 6/1/11
1.61 - Teleworking	Attachment A - Sample Telework Agreement	7/25/08 9/10/05
1.65 - Temporary Work Force Reduction	Notice of Temporary Work Force Reduction - Attachment A PDF Format Word Format	9/16/93 5/16/06
1.70 - Termination/Separation from State Service		9/16/93
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	<p>Interpretive Policy Guide - What is a "Sensitive" Position?</p> <p>Interpretive Policy Guide - Retirement Boomerang</p> <p>Interpretive Policy Guide - Criminal History Records</p> <p>Implementation Procedures for 32-Hour Per Week Classified Employee PDF Format Word Format</p> <p>Release Form for Background Checks PDF Format Word Format</p> <p>Sample Release of Information Form PDF Format Word Format</p> <p>Return to State Service Chart</p> <p>Exceptional Recruitment Incentive Options Chart</p>	
2.20 - Types of Employment	<p>Policy Modification – “Quasi-Full-Time” (“Q”) Status</p> <p>Quick Reference Guide- Status and Eligibility for Benefits – Classified Employees</p>	<p>9/16/93 6/10/07</p>
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4.25 - Holidays (.pdf format)	Quick Reference Guide	9/16/93 6/10/07
4.30 - Leave Policies - General Provisions	Quick Reference Guide - Impact of Leave on Basic Benefits – Classified Employees	9/16/93
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4.45 - Leave Without Pay - Conditional/Unconditional		9/16/93
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4.52- Public Health Emergency Leave (pdf format)		6/10/07
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