

Draft a personnel code and supplementary policy that:

- 1) attract, develop, and motivate a highly competent and diverse county government workforce for the future of Luzerne County, and
- 2) ensure an effective and transparent work environment that respects the dignities of all county employees

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Proposed topics identified for inclusion in the personnel code/policy:

- Appointment (Merit Staffing)
- Termination
- Reductions in Force (RIF)
- Grievance procedures
- Standards of Conduct
- Affirmative Action
- Sexual Harassment
- Drug and Alcohol Policy
- Table of offenses and penalties
- Tobacco Policy
- EEO policy
- Americans with Disabilities Act (ADA)
- Personnel files and records
- Performance Evaluations
- Awards programs
- Training and Development
- Work week
- Dress code
- Time and attendance
- Wage and salary compensation
- Overtime and compensatory time
- Salary decisions
- Standardized job classification standards
- Significant changes in responsibility
- Retirement/pensions
- Travel reimbursement
- Leaves of Absence
- Holidays
- Paid and unpaid time off
- Workers' compensation
- Benefits
- Insurances
- Workplace Prevention Program for HIV/AIDS
- Communication with News Media
- Orientation
- Other Benefits