

Dixon Public Library District

POLICY AND PROCEDURE MANUAL

POLICY TITLE: PERSONNEL

POLICY GROUP: 3000

- 3000 Chief Executive Officer
- 3010 Work Week, Work Hours, Overtime and Compensatory Time
- 3015 Employee Status
- 3017 Employment of Student Library Aides
- 3020 Vacation Leave
- 3030 Holidays
- 3040 Sick Leave
- 3050 Bereavement Leave
- 3060 Jury Duty; Call to Appear; Military Duty
- 3070 Continuity of Service
- 3100 Personal Vehicle Use and Cost Reimbursement
- 3110 Health and Welfare Benefits
- 3120 Educational Assistance
- 3150 Compensation
- 3155 Gifts
- 3160 Leave of Absence
- 3165 Unauthorized Leave of Absence
- 3170 Performance Evaluation
- 3180 Grievance Procedure

- 3190 Drug & Alcohol Abuse
- 3195 Tobacco Use
- 3210 Unlawful Harassment
- 3220 Equal Employment Opportunity
- 3225 Americans with Disabilities Act
- 3230 Employment of Close Relatives
- 3240 Outside Employment
- 3250 Separation from Employment; Suspension
- 3251 Confidentiality Regarding Resignations
- 3255 Letters of Recommendation
- 3260 Progressive Discipline