

### Personnel Policies – 100 Series

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### Employment Policies – 200 Series

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P-300.12	Work Plans
P-300.13	Departmental Orientation
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P-400.11	Deductions from Paychecks
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### Benefit Policies – 500 Series

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P-600.21	Appearance and Grooming
P-600.22	Electronic Communication Systems
P-600.23	Personal Electronic Equipment
P-600.24	Trash and Litter
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### Conduct/Discipline/Discharges – 700 Series

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P-700.02	Misconduct
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### Expense Reimbursement – 800 Series

P-800.01	Travel
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### Administration – 900 Series

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P-900.02	Annual Compensation Review
P-900.03	Personnel Files
P-900.04	Personnel Data Sheets (PDS)
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P-900.06	Orientation Checklists
P-900.07	Employment Application
P-900.08	Record of Employee Counseling
P-900.09	Employee Training File
P-900.10	Employee Separation Document
P-900.11	Employee's Withholding Allowance Certificate
P-900.12	Employee Travel and Expense Reporting
P-900.13	Application Acknowledgement
P-900.14	Applicant Non-Selection Letter
P-900.15	Required Employment Posters
P-900.16	Personnel Requisition
P-900.17	Employee Development Plan
P-900.18	I-9 Form Instructions

### Personnel Forms

FM100	Alcohol and Drug Policy Acknowledgment
FM101	Alcohol and Drug Testing Authorization
FM102	Mileage & Expense Reimbursement
FM103	Record of Employee Counseling
FM104	Personnel Data Sheet (PDS)
FM105	Facility Orientation Checklist
FM106	Departmental Orientation Checklist
FM107	Personal Relationship Acknowledgement
FM108	Applicant Reference Check
FM109	Authorization to Make Deductions
FM110	Personnel Action Summary
FM111	Member/Guest Accident Report
FM112	Bi-Weekly Time Sheet
FM113	Employee Training File
FM114	Non-Exempt Employee Performance Review
FM115	Exempt Employee Performance Review
FM116	Employee Development Plan
FM117	Employee Separation Document
FM118	Employee Handbook Acknowledgment
FM119	New Hire Checklist
FM120	Vacation Request
FM121	Absentee Record
FM122	Training Class Attendance Sheet
FM123	Lost and Found Log
FM124	Employee Accident Report
FM125	Application for Employment
FM126	Notice of Extended Introductory Period
FM127	Personnel Requisition
FM128	Appearance and Grooming Standards Acknowledgement
FM129	Exempt Employee Hours Log
FM130	MSDS Acknowledgement
FM131	Authorization for Direct Deposit
FM132	Exit Interview
FM133	FMLA Forms
FM134	Supervisor's Report of Accident
FM135	Employee/Departmental Goals
FM136	Action Planning Sheet
FM137	Authorization for Release of Information
FM138	Uniform Receipt
FM139	Travel Expense Reimbursement
FM140	401(k) Hardship Withdrawal Checklist
FM141	Affirmative Action Information
FM142	Employee Confidentiality Agreement
FM144	Acknowledgement of Tobacco Free Facility