

4. Employee Policies	Description	Date Approved/ Amended
2006-4-1	Administrative Leave	3/14/2006
2006-4-2	Tuition Reimbursement Policy	8/27/2024
2006-4-3	Bereavement Leave	3/14/2006
1998-4-4	Emergency Call-in Pay	6/26/2007
2006-4-5	Civil Leave	6/26/2007
2006-4-6	FMLA (Family Medical Leave Act)	9/9/2025
2006-4-7	LWOP (Leave Without Pay)	3/14/2006
2006-4-8	PTO (Paid Time Off)	1/1/2026
2006-4-9	Defined Benefit Retirement Plan	12/14/2021
1998-4-11	Worker's Compensation – Day of Injury	2/24/1998
2006-4-12	Holidays	7/11/2023
1998-4-13	Work/Safety Shoe Policy	4/23/2013
2006-4-14	Overtime Compensation	3/14/2006
1999-4-15	Compressed Work Schedule	9/14/1999
2006-4-16	Nepotism	9/9/2025
2006-4-17	Non-Discrimination and Anti-Harassment	8/27/2024
2000-4-18	Employee Identification Badges	6/13/2000
2006-4-19	Working Test Period	6/26/2007
2018-4-20a	TS – Acceptable Use Policy	5/9/2023
2018-4-20b	TS – Data Breach Response Policy	5/8/2018
2018-4-20c	TS – Email Policy	5/9/2023
2018-4-20d	TS – Password Protection Policy	5/8/2018
2018-4-20e	TS – Password Construction Guidelines Policy	5/8/2018
2018-4-20f	TS – Remote Access Tools Policy	5/8/2018
2020-4-20g	TS – Internet Use Policy	5/9/2023
2020-4-20h	TS – VPN (Virtual Private Network) Policy	1/28/2020
2006-4-21	Solicitations, Distributions and Use of Bulletin Boards	3/14/2006
2018-4-22	Employee Drug and Alcohol Use	1/13/2026
2005-4-23	Standards of Professional Conduct	7/25/2006

4. Employee Policies (continued)	Description	Date Approved/ Amended
2006-4-25	Performance Management	12/10/2019
2006-4-26	Hours of Operation	3/14/2006
2006-4-27	Emergency Closures	3/14/2006
2006-4-28	Classification and Pay Plan	4/12/2022
2006-4-29	Disciplinary Procedures	8/27/2024
2006-4-30	Employee Concerns/Grievances	3/14/2006
2006-4-31	Appeals Process	10/14/2008
2006-4-32	Separation Policy	9/9/2025
2017-4-33	Fire and Rescue Incentive Pay Program	9/9/2025
2018-4-34a	ADA Employee Internal Accommodation Policy and Procedure	3/27/2018
2018-4-34b	ADA External Accommodation Policy and Procedure	3/27/2018
2018-4-35	On Call Policy	12/14/2021
2019-4-36	Limited English Proficiency (LEP) Plan	12/10/2019
2020-4-37	Attendance Policy	12/8/2020
2021-4-38	Telework Policy	12/14/2021
2021-4-39	Workplace Violence Policy	12/14/2021
2023-4-41	Security Awareness Training Policy	5/9/2023
2023-4-42	Printer Policy	5/9/2023
2023-4-43	Password Reset Policy	5/9/2023
2023-4-44	Non-Disclosure/Confidentiality of Sensitive Information Agreement	5/9/2023
2024-4-45	Rehabilitation Policy	8/27/2024
2024-4-46	Travel Per Diem and Mileage Policy	9/9/2025
2024-4-47	Civility and Anti-Bullying Policy	8/27/2024
2024-4-48	Bilingual Incentive Program Policy	8/27/2024
2024-4-49	Severance Pay Policy	9/24/2024
2024-4-50	Internal Policy for Governing Rockdale County Social Media	9/24/2024

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