

## August 2008 Revisions to the Employee Handbook

Changes and/or additions have been made to the following topics:

### Section I. General Information

- How departmental-specific policies may combine with the Handbook under [Introduction](#)

### Section II. Pay and Related Matters

- Trainees under [Position Classification Plan](#)
- Eligibility to apply for [Promotion](#)
- Rounding time under [Pay Periods](#)

### Section III. Employee Benefits

- Description of the current Blue Cross/Blue Shield plan under [Health Insurance](#)
- [Retirement Procedure](#)
- When retiree disability life insurance could end under [Retirement/Post-Retirement Benefit Options](#)
- Annual leave payout and when excess annual leave is converted to sick leave under [Leave With Pay/Annual Leave](#)
- Workweek changes affecting holiday leave under [Leave With Pay/Holidays](#)
- Supervisor's right to require a health care provider statement under [Leave With Pay/Sick Leave](#)
- Permitted use of [Leave of Absence Without Pay](#)
- New service member FMLA leave under [Family and Medical Leave/Reasons For Taking End of FMLA Protected Leave](#)
- Eligibility and process to apply for [Shared Leave Program](#)
- The new Wellness Screening and Health Risk Assessment under [Other Benefits/Wellness Programs](#)
- County commitment to protect the privacy of your [Social Security number](#).
- Updates under [Workers' Compensation](#)
- New phone number for the [Credit Union](#)

### Section IV. Work Policies and Procedures

- Introductory Period for DSS and Public Health employees
- [Computer and Phone Usage](#)
- Random drug testing for certain safety-sensitive positions under [Drug Testing Policy/Additional Testing for Certain Employees](#).
- Examples of things that could be considered a hostile work environment under [Workplace Harassment Policy/Hostile Work Environment](#)
- Updates to [Emergency Management](#)
- Move from a position with benefits to a position without benefits is a break in service under [Re-Employment](#)