INDEX

Absences 7.4

Accidents 8.2, 8.4, 9.8, 9.9

Acronyms 1.1

Administrative Leave 6.5

Affirmative Action 1.6

Alcohol 7.6

Animals 7.13

Appearance 7.8

Appliances 9.4

Appointment 2.5

Benefits
- Health 5.1 (see Insurance)
- Disability 5.9
- Waiver 5.2

Bereavement Leave 6.6

Bonding 2.9

Breaks 7.4

Building Security 8.3, 9.4

Bulletin Boards 9.4

Call-Outs 7.4

Candles 9.4

Cars 8.6, 9.4, 9.6, 9.8, 9.9

INDEX

Changes
Address 9.3

Beneficiaries 9.3

Emergency Contact 9.3

Medical Status 5.1 N

Name 9.3

Telephone Number 9.3

Tax Deductions 9.3

Vital Information 9.3

Charitable Campaigns 9.5

Civil Union 2.3, 2.4, 5.1, 5.2, 6.4, 6.6, 6.11, 7.7, 9.3

Classification 3.3

Cleaning 9.4

Closings 9.2

Convention Leave 6.8

Code of Ethics 1.5

Coffee Pots 9.4

Compensation Time 4.1, 4.4

Computers 7.10, 9.4, 9.8

Confidentiality 7.12, 9.1

Conflict of Interest 2.3

Counseling

INDEX

First Call for Help 5.10

County Property 9.4, 9.8

County Vehicles 8.6, 9.4, 9.6, 9.8, 9.9

Convention Leave 6.7

Custodial Services (see Housekeeping) 9.4

Data Security 7.10

Deductions 4.3

Defibrillator 8.8

Definitions of Terms 1.1, 2.1

Delivery of Pay 4.3

Disability
Benefits 5.9

Leave 6.10

Discipline 7.3

Discrimination 7.7

Disease Prevention 5.11

Dispute Resolution 7.14

Distribution of Manual 1.3

Donation of Sick Leave 6.12

Dress Code 7.8

Drugs 7.6

Education Benefits 5.5

INDEX

Electrical Systems 9.4

Electronic Resources 7.10, 9.4, 9.8

E-mail 7.10

Emergency Closings 9.2

Emergency Procedures (automobile accidents) 8.4

Emergency Service Volunteers 9.6

Employee Assistance Program 5.10

Evaluations 7.1

Ethics 1.5

Equal Employment Opportunity 1.6

Equipment 9.4, 9.8

Exit Interview 3.9

Expense Reimbursement 5.5, 9.10, 9.11

Extension Cords 9.4

Fire Hazards 9.4

First Call for Help 5.10

Forfeiture of Public Office 3.7

Forms-
- Accident Form 8.4
- Benefit Waiver 5.2
- Election of Continuation of Coverage 5.1 L, M, N
- Employee Performance Evaluation 7.1 T

INDEX

Family Leave 6.11 T

Filing of Updates i

Group Health Coverage Continuation 2.7 E, 2.7 F

Leave Request 6.1 F

Light Duty Agreement 5.7 Q

Manual Assignment & Return 1.3 A

Manual Review/Interpretation 1.3 B

Notice of Benefit Status Change 5.1 N

Orientation Checklist 2.7 C

Statement of Confidentiality 2.7 D

Tardiness 7.5 U

Travel 9.10

Vital Information 9.3 X

Fundraisers 9.5

Grievance 7.15

Group Life Insurance 5.2

Guns 8.5

Handguns 8.5

Harassment 7.7

Health Benefits 5.1 (see Insurance)

Heaters 9.4

Holidays 6.2

INDEX

Hostile Environments 7.7

Hours of Work 7.3

Housekeeping 9.4

Inappropriate Behavior 7.2

Incense 9.4

Incidents 8.2, 8.4, 9.8, 9.9

Indemnification 9.14

Injury 8.2

Insurance
- Dental 5.1
- Life 5.2
- Medical 5.1
  - Waiver 5.2
- Prescription 5.1
  - Waiver 5.2
- Retirement 5.1
- Vision 5.1

Internet Use 7.10

Internships 2.10

Interview
- Guidelines 2.4
- Exit 3.9

Job Performance 7.1

INDEX

Job Specifications 2.6

Job Title 2.6

Jury Duty 6.9

Lateness 7.4

Law Suits 9.14

Layoffs 3.4

Leave Time
- Administrative 6.5
- Bereavement 6.6
- Convention 6.7
- Disability 6.10
- Family Medical Leave 6.11
- Holidays 6.2
- Jury Duty 6.8
- Military 6.6
- Paid 6.1
- Sick 6.3
- Unpaid 6.1
- Vacation 6.2

Legal Costs 9.14

Light Duty 5.7

Life Insurance 5.2

INDEX

Literature 9.5

Lockouts 9.13

Lunch Breaks 7.4

Management Responsibilities 1.4

Manual Assignment and Return 1.3

Meal Periods 7.4

Medical Benefit Waiver 5.2

Medical Review Officer 7.6

Microwaves 9.4

Military Leave 6.7

Nepotism 2.3

Network Security 7.10

NJFLA 6.11

Non-Union Employees
Compensation Time 4.4
Overtime 4.4

Open Flames 9.4

Orientation 2.7

Outside Employment 9.7

Overtime 4.1, 4.4

Paid Leave 6.1

Pay (see Salary/Wages) 4.1

Paychecks 4.2

INDEX

Payroll Deductions 4.3

Pension 5.4

Performance Evaluation 7.1

Personal Property 9.4

Personnel Records 7.11, 9.1

Political Activity 7.11

Portable Heaters 9.4

Prescription Benefit Waiver 5.2

Promotions 3.2

Product Sales 9.5

Property 9.4, 9.8

Public Employees Charitable Campaigns 9.5

Purpose of Manual 1.2

Radios 9.4

Reclassification 3.3

Records 7.11, 9.1

Recruitment 2.2

Re-employment 3.10

Refrigerators 9.4

Reimbursement 5.5, 9.10, 9.11

Request for Review or Interpretation 1.3

INDEX

Resignation 3.5

Rest Periods 7.4

Retirement
Separation from service 3.8

Health Benefits 5.1

Revisions of Manual 1.3

Right to Know 8.7

Safety 8.1-8.6

Salary 4.1

School Fundraisers 9.5

Sick Leave 6.4, 6.12

Sign-In, Sign-Out 7.4

Smoking 9.4

Software 7.10

Solicitations 9.5

Space Heaters 9.4

Specifications 2.6

Status Change 5.1 N

Strikes 9.13

Supplies 9.8

Tardiness 7.4

Tax Deductions 9.3

INDEX

Telephone Use 7.9

Temporary Disability 5.9

Termination 3.6

Terms 1.1, 2.1

Testing
Job Placement 2.2, 2.5

Drugs and Alcohol 7.6

Test Period 2.8

Ticket Sales 9.5

Title 2.6

Toaster Ovens 9.4

Tort Claims 9.14

Transfers 3.1

Tuition Reimbursement 5.5

Unemployment Compensation 5.8

Uniforms 9.11

Unions 2.7 G, 7.15, 9.12, 9.13

United Way (Charitable Campaign) 9.5

Unpaid Leave 6.1

Vacation 6.3

Vehicles 8.6, 9.4, 9.6, 9.8, 9.9

Visitors 7.9

INDEX

Vital Information 9.3

Volunteers 2.10, 9.6

Wages 4.1

Waiver 5.2

Weapons 8.5

Worker's Compensation 5.6

Work Hours 7.3

Working Test Period 2.8

Workplace 9.4

Workspace 9.4