

INDEX - RULES AND ADMINISTRATIVE PROCEDURES

(As of July, 2005)

-A-

Absence without approved leave	7-6B, 3-30
ADA Coordinator	8-32B, 9-5B (A)
Administrative Leave	
Course work directly related to work	5-20
During period of Investigation	5- 20, 6-12B
Employee Association Officers' official activities	5-20
General election	5-21 (A)
Hearings and testifying	5-20
Incentive Awards	5-20
Local and national emergencies	5-20
Organ donations	5-21 (B)
Overtime exempt employees	3-31
Reporting requirements	5-20 (A)
School and community volunteer activities	5-20
Tests and interviews for state positions	5-20
Advisor	
Definition	1-27
In performance pay system dispute resolution	8-94
Panel	8-83, 8-84, 8-89 (A), 8-90, 8-90 (A)
Allocation	2-2, 2-5 to 2-10
Definition	1-28
Appeals	2-9, 8-81 (A)
Downward allocation	4-11, 7-20B, 3-7, 3-13, 3-14
Announcements	4-4, 4-13
Definition	1-29
Annual Compensation Survey	3-3
Downward	3-5
Upward	3-4
Annual Leave	5-4, 5-11
Injury leave "make whole"	5-38
Leave Sharing	5-12
Use when sick leave exhausted	5-10
Accrual during voluntary furlough	5-23 (B)
Appeals	
Allegations of discrimination	8-30B
Board appeals	8-40B to 8-45B, 8-53B

	Board appeal process	8-40B to 8-45B
	Board hearings	8-54B to 8-66B
	Director's appeals	8-81 to 8-93
	Director's authority	2-1
	General principles	8-1B to 8-3B
	Preparation for Board hearings/Pre-hearing procedures	8-54B to 8-64B
	State group benefits	11-29 to 11-32
Applicant		
	Definition	1-30
Applicant Pool		
	Definition	1-31
Appointments		
	Types	4-6B, 4-7 to 4-12
Applications		
		4-5
Appointing Authority		
	Definition	1-8
	Delegation	1-8
	Powers, duties, responsibilities	1-9 to 1-11
Arbitration		
		8-20B
Attorney Fees		
		8-38B, 8-39B

-B-

Base Pay		
	Definition	1-32, 1-60
	Appeals of actions adversely affecting	8-53B
	Disciplinary actions affecting	6-12B
	Downward adjustments	3-12 to 3-14
	Lateral movements	3-18
	Medical plan	3-24
	Performance salary adjustments	3-19
	Senior Executive Service	3-25
	Statutory lid	3-2
	System maintenance studies	3-13, 3-16
	Teacher Plan	3-22, 3-23
	Upward movements	3-14 to 3-17
Benefit Plans		
	COBRA	11-26
	Complaint and appeal procedures	11-29 to 11-32
	Conversion to non-group coverage	11-28
	Effective date of coverage	11-14
	Eligibility	11-6
	Employee and state contributions	11-16 to 11-18
	Employee Assistance Program (C-SEAP)	11-33 to 11-35

	Employee responsibilities	11-9 to 11-13
	Employer responsibilities	11-3 to 11-5
	Enrollment	11-7, 11-8
	Flexible spending accounts	11-20
	General principles	11-1, 11-2
	Leaves	11-21 to 11-25
	Medicare	11-27
	Payback requirements	11-19
	Termination of coverage	11-15
	Bereavement Leave	5-17
Board, State Personnel		
	Appeals	8-53B
	Board Administrator	1-3B
	Elections	1-2B
	Hearings	8-46B to 8-52B, 8-54B to 8-66B
	Receipt of materials	1-5B
	Bumping Rights	See Layoff

-C-

	Call Back Pay	3-45
	Certified	4-29B
	Allocation rights	2-10B
	Appeal rights – Adverse actions	8-53B
	Retention rights	7-18B to 7-20B
	Class	
	Definition	1-33
	Class Conversion	
	Definition	1-34
	Class Description	
	Definition	1-35
	Class Placement	
	Definition	1-36
	Class Series	
	Definition	1-37
	Competencies	
	Definition	1-38
	State-wide uniform core competencies for performance management	6-4 (B)
	Commission Award	3-48

Compensation		Chapter 3
	Call back pay	3-45
	Commission award	3-48
	Compensation plan	3-6
	Compensation Survey	3-3 to 3-5
	Discretionary pay differentials	3-50
	Downward adjustments	3-12 to 3-14
	Establishment of compensation	3-1
	Equitable and fair treatment	3-1
	Hazardous duty	3-51
	Housing premium pay	3-49
	Incentive awards	3-20, 3-21
	Lateral adjustments	3-18
	Medical plan	3-24
	Multiple actions	3-8
	New hires	3-9
	On call pay	3-46
	Overtime	3-25 to 3-43
	Performance salary adjustments	3-19
	Positions brought into personnel system	3-11
	Prevailing concept	3-2
	Reemployment	3-9 (A)
	Saved pay	3-7
	Second domicile pay	3-47
	Senior executive service	3-25
	Service dates	1-70
	Shift differential pay	3-44
	Survey	3-3 to 3-5
	Teacher pay plan	3-22, 3-23
	Upward adjustments	3-15 to 3-17
	Voluntary base pay reduction	3-10
Conditional		
	Appeal Rights	8-53B (A)
	Appointment	4-12
	Downward allocation	2-10 (B)(2)
	Retention rights	7-10B, 7-18B (A)(3)
	Status	4-23
	Upward movements	3-17 (A)
Conflict of Interest		1-13B
Confidentiality of examination materials		8-89
Corrective Actions		
	Definition	6-11B
	Dispute resolution	6-13B
	General provisions	6-8B, 6-9B
	Notice of rights	8-4B
	Removal	6-11B

	Sanction for failure to evaluate	6-5
	Unsatisfactory performance evaluation	6-6B

-D-

Day		
	Definition	1-39B
Declaratory Orders		8-21B
Delegation		
	Appointing authority	1-8
	Personnel director's authorities	1-6, 1-7
Demotion		
	Appeal rights	8-53B
	Non-disciplinary	4-10
	Salary on	3-13, 3-14
Definitions in General		Chapter 1
Department		
	Definition	1-40B
	Department's performance pay program	6-4
Director, State Personnel		
	Appeals	8-81 to 8-93
	Delegation of authorities	1-6, 1-7
	Performance Pay System Dispute Resolution Process	8-94 to 8-100
	Director's Review Process	8-101 to 8-104
Disciplinary Actions		
	Definition	6-12B
	Appeal rights	8-53B
	Coerced resignation	7-4B
	Disciplinary action	6-12B
	Exchange of information – 6-10B Meeting (formerly 6-10)	6-10B
	Forfeiture of leave	5-11
	General principles	6-8B, 6-9B
	Leave without pay	5-22
	Notice	6-15B
	Performance salary adjustment	3-19 (E)
	Pre-disciplinary meeting	6-10B, 6-14B
	Progressive discipline	6-2B, 8-53B (B)
	Reasons	6-12B
	Sanction for failure to evaluate	6-5
	Trial service failure	4-28B (A)
	Unauthorized leave use	5-1
	Unsatisfactory performance evaluation	6-6B
Disciplinary Suspension		
	Definition	1-41B

	Use	6-12B
Discretionary Hearings		
	Grievances	8-46B to 8-52B
	Probationary employees	8-8B (B), 8-46B
		4-27B
Discretionary Pay Differentials		
	Not grievable or appealable	3-50
		8-5B, 8-53B
Discrimination		
	Allegations of	Chapter 9
	Appeals	8-30B to 8-37B
	Discretionary hearings	8-53B
	Examinations	8-46B
	Prohibitions	1-25, 9-7
		9-3B to 9-5B
Dismissal		
	Definition	1-42B
	Use	6-12B
Dispute Resolution		
	Address for submission of appeals	Chapter 8
	Alternative dispute resolution	8-40B, 8-78
	Arbitration	
	Mediation	8-20B
	Settlement	8-9B to 8-12B
	Appeal Process-Board & Director	8-13B to 8-19B
	Attorney fees	See Appeals
	Board appeals	8-38B, 8-39B
	Board hearings	8-53B, 8-40B to 8-45B
	Board review of initial determination	8-46B to 8-52B, 8-54B to 8-66B
		8-67B to 8-77B
	Complaints about state employees	8-3B
	Content or conduct of examination	4-15
	Declaratory orders	8-21B
	Director appeals	8-81 to 8-93
	Director's review process	8-101 to 8-104
	Discovery	8-58B
	Discretionary hearings	8-46B to 8-52B
	Discrimination	8-30B to 8-37B
	Filing of pleadings, motions, etc with Board	8-47B, 8-50B, 8-56B, 8-57B
	General principles	8-1B, 8-2B
	Grievances	8-5B to 8-8B
	Notice of rights	8-4B
	Performance Pay System Dispute Resolution Process	6-4, 8-94 to 8-100
	Post-hearing proceedings	8-65B, 8-66B
	Pre-hearing statements	8-59B
	Preparation for board hearings	8-54B to 8-64B
	Removal from employment list	4-22
	Representation	8-55B, 8-63B

	Security at meetings and hearings	8-77B
	State group benefits	11-29 to 11-32
	Subpoenas	8-64B
	Tape recordings	8-66B
	Violation of fair employment practices	9-8B
	Whistleblower	8-22B to 8-29B
Downward Movement		
	Definition	3-12
	Downward allocation	2-9
	Pay	3-13, 3-14

-E-

Eligible List (see Employment List)		1-43B
Employee Organizations		
	Membership	1-18B
Employees		
	Definition	1-44B
	Incompatible activities	1-13B
	Performance	6-1B
	Political activities	1-17B
	Responsibilities	1-12B, 1-16B
Employment Lists		
	Definition	4-16B to 4-24
	Addition of names	1-45B
	Cancellation	4-20
	Departmental reemployment lists	4-19
	Order of use	4-17B
	Promotional lists	4-16B
	Record retention	4-18B
	Removal	1-25
		4-21, 4-22
Employment and Status		
	Employment Lists	Chapter 4
	Employment Status	4-16B to 4-24
	Examinations	4-26B to 4-30B
	General Principles	4-13 to 4-15
	Methods	4-1, 4-2
	Recruitment	4-6B to 4-12
	Referrals	4-3B to 4-5
	Selection	4-23, 4-24
	Substitute appointment	4-25
	Temporary status	4-34
		4-31 to 4-33
Employment with More Than One Department		
		1-15, 3-33
Examinations		
	Definitions	4-13 to 4-15
		1-46B

	Records	1-25
Exempt Employee		
	Definition	1-47B
	Eligibility	3-29 to 3-32

-F-

Fair Employment Practice		Chapter 9
	Discrimination	9-3B to 9-7
	General principles	9-1B, 9-2B
	Disputes	9-8B
Family/Medical Leave		
		5-23 to 5-28
Filing deadlines (appeals)		8-41B
Fitness to Return Certification		5-9
Funeral Leave (Bereavement Leave)		
		5-17

-G-

General Principle of Organizations, Responsibilities and Ethics		1-1B
Good Cause		
	Definition	1-49B
	Appearance at hearing	8-57B (D)
	Discovery	8-58B (B)
	Extension of time/continuance	8-25B, 8-41B (B), 8-50B (C), 8-57B (E), 8-75B
	Filings	8-43B, 8-50B (E)
	Separation	8-7B (A)
	Settlement	8-13B
	Video/teleconference	8-61B (A)
Grievances		
	Allegation of discrimination	8-30B to 8-37B
	Discretionary Board hearing	8-8B (B), 8-46B
	General principles	8-1B to 8-3B
	Mediation alternative	8-9B
	Notice of rights	8-8B (A) (1)

-H-

Hazardous Duty		3-51
Health Care Provider		
	Definition	1-50
	FML	5-6, 5-7

Hearings		
Administrative leave use		5-20
Appeals		8-53B
Board hearings		8-54B to 8-66B
Discretionary Board hearing		8-46B to 8-52B
Preparation for		8-54B to 8-64B
Security at		8-77B
Holiday Leave		5-14, 5-15
Honoraria		1-13B (A)
Housing Premium Pay		3-49
Human Resource Innovation Programs		1-26B

-I-

Incentive Awards		3-20, 3-21
------------------	--	------------

-J-

Job Abandonment		7-6B
Jobs		Chapter 2
Individual position review		2-5 to 2-10
Job evaluation system		2-1 to 2-4B
Senior Executive Service		2-11 to 2-13B
Job Description		
Definition		1-52
Job Evaluation		
Director's review		8-81 (A)
Individual position review		2-5 to 2-10
Job Evaluation System		2-1 to 2-4B
Definition		12-16
Jury Leave		5-19

-L-

Laid Off		
Definition		1-54B
Lateral Movement		3-18
Layoff		
Definition		1-55B

	Alternatives	7-2B
	Determining priorities	7-14B to 7-17B
	Downward allocation	7-20B
	50-mile Radius	7-19B
	Full-time/part-time employees	7-11B
	General principles	7-1B to 7-3B, 7-7B to 7-11B
	Matrix	7-16B, 7-17B
	Minimum/special qualifications	7-18B
	Notice requirements	7-12B
	Performance ratings	7-17B
	Recordkeeping	7-21B
	Reemployment list	7-20B
	Retention area	7-13B
	Retention rights	7-18B to 7-20B
	Seniority	7-14B, 7-15B
	Separation incentives	3-52 to 3-54
	Teacher Class	7-18B (B)
	Time bands	7-14B
	Trial service/conditional	7-10B
Leave		
	Administrative leave	3-31, 5-20, 5-21, 6-12B
	Administrative separation (exhaustion of leave)	5-10
	Annual	5-4, 5-11
	Chart – earning rates, etc.	5-11
	Family/medical leave	5-23 to 5-38, 5-1, 5-6 to 5-10
	Funeral/bereavement leave	5-17
	General principles	5-1 to 5-3
	Holiday leave	5-14, 5-15
	Injury leave	5-38
	Jury Leave	5-19
	Leave sharing	5-12, 5-13, 8-102 (A)
	Leave without pay	5-22
	Military leave	5-18, 5-22, 4-19
	Reporting	5-3, 5-20
	Short-term disability leave	5-22 (A)
	Sick	5-5, 5-11
	Voluntary furlough leave	5-22 (B)
Leave Sharing		
		5-12, 5-13, 8-102 (A)
Leave Without Pay		
	Alternative to layoff	7-2B
	Benefits while on leave without pay	11-21

-M-

	Mediation	8-9B to 8-12B
Medical Certification Form		
	No direct contact with health care provider	5-7
	Second and third opinions	5-8

Medical Records	5-37, 1-24
Medical Plan	3-24
Military Leave	5-18

-N-

Non-Permanent Position	1-56B
------------------------	-------

-O-

On-Call Pay	3-45
Organization, Responsibilities, and Ethics	Chapter 1
Appointing authority	1-8 to 1-11
Employee Activities	1-12B to 1-19B
General principle	1-1B
Human Resource Innovation Programs	1-26B
Records	1-20B to 1-25
State Personnel Board	1-2B to 1-5B
State Personnel Director	1-6, 1-7
Orientation	1-10
Outside Employment	1-13B to 1-15, 3-33
Overtime	3-26 to 3-28
Breaks	3-39
Compensatory Time	3-28 (A), 3-35
Deductions	3-30
Employment with more than one department	3-33, 1-15
Eligibility	3-29 to 3-32
Meal periods	3-38
Payment for	3-28, 3-35
Review of decision	3-32
Training	3-41
Travel	3-40
Work hours	3-34 to 3-41

-P-

Pay Differentials	3-50
Party or Parties	1-57
Pay Grade	
Definition	1-58
Compensation Survey	3-3
Job Evaluation	2-2
Minimum	3-9

Pay Plans		
	Definition	1-59
	Annual compensation plan	3-6
	Medical Pay Plan	3-24
	Senior Executive Service	3-25
	Teacher Plan	3-22, 3-23
Pay Rate		
	Definition	1-60
Performance		Chapter 6
	Allegations of discrimination	8-30B
	Failure to plan or rate	6-5
	Performance management	6-3B, 6-4
	Performance Pay System dispute resolution process	8-94 to 8-100
	Performance salary adjustments	3-19, 3-20
	Sanctions for failure to evaluate	6-5
	Supervisor responsibility	6-5
	Unsatisfactory rating	6-6B
Performance salary adjustments		3-19, 3-20
Performance Pay System Dispute Resolution Process		8-94 to 8-100
Permanent Position		
	Definition	1-61B
Persons With Disabilities		9-5B (A)
	Allegations of discrimination	8-32B
Personal Services Contracts		Chapter 10
	Definition	10-4 (A)
	Business case determination	10-2
	Consideration of accountability	10-2 (A)
	Consideration of cost	10-2 (B)
	Consideration of quality	10-2 (C)
	Forms and contract provisions required	10-4
	Impact on the personnel system	10-3
	Notification and review process	10-5
	Price agreements	10-3 (G)
	Purchased services	10-3 (C)
	Temporaries	10-3 (E)
	Veterans preference	10-4 (D)
Political Activities		1-17B
Position		1-62B
Premium Pay		3-44 to 3-51

Probation	4-26B, 4-27B
Promotion	
Salary on	3-17

-R-

Records	
Board and Director	1-20B
Confidentiality of examination materials	8-89
Examinations	1-25
Family/medical leave	5-37, 1-24
Maintenance and access	1-21
Medical	1-24, 5-37
Office personnel file	1-22, 1-23
Overtime	3-42, 3-43
Reporting	7-21B
Transfer of	1-22
Recruitment	4-3B to 4-5
Dealing with recruitment difficulties	3-9, 3-15, 3-49, 3-50, 4-3B
Reemployment	
Definition	1-63
Appointment	4-6B, 4-16B, 4-17B
Grievances	8-7B (B)
Leave restoration	5-11
Lists	4-17B, 7-20B
Salary on	3-9 (A)
Reemployment List	
Definition	1-64B
Appeal rights on removal	8-53B
Promotion lists	4-18B
Seniority credit	7-15B
Use	4-9, 4-16B, 4-17B, 7-11B
Referrals	4-20, 4-23, 4-24, 9-6B
Reinstatement	3-52, 4-26B, 4-27B, 5-10
Board remedy for discrimination	9-6B
Job abandonment	7-6B
Method of filling	4-6B, 4-11
Restoration of leave	5-11
SES	2-13B
Salary on	3-9
Residency Waivers	4-3B
Resignation	
Definition	1-65B

	Absence without approved leave	7-6B
	SES	2-11 (D)
	Withdrawal	7-5B
	Written Notice	7-4B
Retaliation for Disclosure of Information		
		8-22B to 8-29B
Retention Credit		
	Definition	1-66B
	Calculation	7-15B
Retirement		
	Definition	1-67B
	Payout of sick leave accrual	5-11

-S-

Saved Pay		
	Definition	1-68
	Use	3-7B
Second Domicile Pay		
		3-47
Secondary Employment		
		1-13B to 1-15, 3-33
Selection		
	General principles	4-1, 4-2
	Methods of filling	4-6B to 4-12
Senior Executive Service		
	Appeal Rights	8-53B (B)
	Compensation	3-25
	Contract	2-11 (C) , 2-11 (D)
	Performance	8-53B (B)
	Retention & reemployment waiver	2-13 (B)
	Reversion	2-11 (D)
Separation		
		Chapter 7
	General Principles	7-1B to 7-3B
	Layoff	7-7B to 7-20B
	Resignation	7-4B to 7-6B
Separation Incentives		
		3-52 to 3-54
Serious Health Condition		
	Definition	1-69
	FML	5-24, 5-26, 5-34
Service Dates		
	Definition	1-70
	Adjustment of during leave without pay	5-22

Settlement	8-13B to 8-19B
Sexual Harassment	
Definition	1-71B
Prohibited discrimination	9-3B
Shift Differential Pay	3-44
Short –Term Disability Leave	5-22 (A)
Sick Leave	5-5, 5-11
Fitness to return	5-9
Medical certification	5-6
Second and third opinions	5-8
Termination	5-10
Special Qualifications	
Definition	1-72
Layoff	7-18B
State benefit plans (see Benefit Plans)	Chapter 11
State Personnel Board (see Board)	
State Personnel Director (see Director)	
Status	
Definition	1-73B
Acceptance of non-classified position	4-29B (A)
Certified	4-29B
Conditional	4-32
Probationary	4-26B, 4-27B
Provisional	4-33
Temporary	4-31
Trial Service	4-28B, 7-10B
Statutory lid	3-2
Performance salary adjustment	3-19
Substitute appointment (“S” position)	4-34
Suspensions	6-12B
System Maintenance Studies	2-2
Definition	1-74
Pay Adjustment	3-13, 3-16
Publication	2-3

-T-

Teacher Pay Plan	3-22, 3-23
------------------	------------

Temporary		4-31
Temporary Pay Differential		3-50 (D)
Tenure		
	Definition	1-75B
Termination		
	Definition	1-76B
Testing (see Examinations)		
Time Off		Chapter 5
	Administrative leave	5-20, 5-21
	Family/Medical Leave	5-23 to 5-37
	Funeral leave	5-17
	General Principles	5-1 to 5-3
	Holidays	5-14, 5-15
	Injury leave	5-38
	Jury leave	5-19
	Leave Sharing Program	5-12, 5-13
	Leave without pay	5-22
	Short-term Disability	5-22 (A)
	Victim protection	5-22 (C)
	Voluntary furlough	5-22 (B)
	Military leave	5-18
	Personal leave	5-4 to 5-11
Transfer		
	Method of filling	4-9
	Records	1-22
	Salary on	3-18
Treatment		
	Definition	1-77
	FML	5-31
Trial Service		4-28B
	Appeals & Discretionary Board Hearings	8-53B (A)
	Layoff	7-10B
	Leave without pay	5-22

-U-

Unclassified Position		
	Definition	1-78B
	Position outside of personnel system	4-29B (A)
	Moving into personnel system	4-30B
Upward Movement		
	Definition	3-15

	Use	3-16, 3-17
--	-----	------------

-V-

Voluntary Base Pay Reduction	3-10
Voluntary Furlough Leave	11-22

-W-

Waiver of Rights	1-19B
Whistleblower	8-22B to 8-29B