

PARISH PERSONNEL POLICIES AND PROCEDURES HANDBOOK
GUIDE TO PERMISSIBLE CHANGES

M: Mandatory, without modification

C: Mandatory, but may be modified

O: Optional, excluded or modified

M	Introduction & Bold Notice
M	Employment Philosophy
M	Overall Employment Policy
M	Job Descriptions
M	Government Postings
M	Employment Eligibility
M	Transfers
M	Employment Of Relatives
M	Employment Of Previous Employees
M	Licenses, Certificates, And Registrations
M	Background Checks
M	Physical Examination
M	New Employee Orientation
M	Personnel Files & Human Resource Records
M	Introductory Or Probationary Period
M	Performance Appraisal
M	Discipline Procedures
O	Recognition Programs
M	Employment Contracts And Agreements
M	Independent Contractor Status
M	Dismissal
M	Reduction In Force, Layoff
M	Exit Interview
M	Requests For Reference On Current Employees
M	Employee Guidelines
M	Outside Employment
M	Standards Of Conduct
M	Gifts Or Gratuities
M	Diversity Policy
M	Confidentiality
M	Public Statements
C	Communication
O	Employee Assistance Program
M	Copyrighted Material Policy
M	Office Equipment
M	Driving On Parish Business
M	Potentially Difficult Clients
M	Safety
M	Security
M	Harassment Policy
M	Safe Environment Policy
M	Drug-Free Workplace Policy
C	Smoking Policy
M	Weapons Policy
M	Workplace Violence Policy

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M	Whistleblower Protection
M	Conflict / Complaint Resolution
C	Work Schedules And Leaves Of Absence
C	Breaks
C	Lunch Period
C	Flexible Work Schedules And Flex-Time
M	Pay For Multiple Positions
M	Modification Of Work Schedule
M	Telecommuting
M	Attendance And Notification Of Absence
M	Tardiness And Absenteeism
M	Timekeeping
C	Holidays
C	Vacation
C	Sick Leave
M	Serious Disease And Health Issues
C	Severe Weather
M	Maternity/Paternity/Adoption Leave
C	Bereavement Leave
M	Jury Duty Leave
M	Election Leave
M	Military Leave
C	Professional Development Paid Leave
C	Retreat Leave
O	Sabbatical Leave
M	Family And Medical Leave Of Absence
C	Other Leaves Of Absence Without Pay
M	Severance Arrangements
M	Resignation
M	Retirement
M	Workplace Environment
C	Personal Appearance / Dress Code
M	Personal Property
C	Break Room
C	Personal Visitors
C	Solicitation
M	Parish Property
M	The Parish's Right To Inspect
C	Parking
M	Payment Policy
C	Payday And Direct Deposit
C	Special Pay Procedures
C	Pay Advances
M	Overtime Pay And Compensating Time Off (Non-Exempt Employees)
M	Compensating Time Off (Exempt Employees)
O	On-Call Pay
M	Stipends For Special Assignments, Outside Activities
C	Travel Policy
C	Professional Development Expense Reimbursement

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M	Job Related Expense Reimbursement
M	Benefits Program Information Disclaimer
M	Benefits Eligibility
M	Payroll Deductions
M	Cafeteria, Flexible Benefits Plan
M	Flexible Spending Accounts
M	Social Security
O	Tax-Deferred Annuity
M	Wellness Programs
M	Medical Insurance
M	Health Insurance Portability And Accountability Act (HIPAA)
M	Life Insurance
M	Dental Insurance
M	Continuation Of Health Insurance After Termination
M	Short-Term Disability
M	Long-Term Disability
M	Workers' Compensation
M	Unemployment Compensation
M	Retirement / Pension Plan
M	Statement Of Acknowledgment And Acceptance