

HARFORD COUNTY HEALTH DEPARTMENT POLICY

Title of Policy: Human Resources Manual	
Program Area: All Areas	
Approved By: <i>Susan Kelly</i>	Original Effective Date: 10/18/13
Susan Kelly, Health Officer 11-7-13	Revised Dates: 11/7/13

1.0 POLICY

Human Resources will write, maintain and revise a manual devoted to Human Resources procedures and policies. This manual will pertain directly to the Harford County Health Department management and employees.

2.0 PURPOSE

This policy was developed in order to ensure that Human Resources (HR) has an accessible and current manual available for employees addressing employee's needs regarding issues including, but not limited to:

- Ethics
- Employment -- Equal Opportunity Employment, Positions, Hiring, Probationary Evaluations and Performance Evaluation (PEP) Appraisals
- Hours of Work
- Pay
- Benefits

3.0 PROCEDURES

3.1 The Human Resources Manual will be comprised of three main sections to include:

- Manager's Manual
- New Employee's Handbook
- Policies

3.1.1 The HCHD Manager's Manual will include but not be limited to:

Procedures regarding position recruitment, re-classification, hiring procedure, salary scale, hours of work, benefits, manager responsibilities

3.1.2 The New Employee's Handbook will include general information regarding pay, benefits, ethics, performance reviews (PEP), complaint processes, etc.

3.1.3 The Policies section will include all HR policies. New Employees will also be given a Policy Handbook to read and sign acknowledgement of receipt to include but not limited to the following policies:

- Call In Policy
- Sexual Harassment Policy
- Substance Abuse Policy
- AWOL Policy
- General Rules for Drivers of State Vehicle
- Ethics Law

- Equal Employment Opportunity Policy
- Domestic Violence in the Workplace Policy
- Smoking Policy
- Confidentiality Policy
- Limited English Proficiency Policy
- Information Technology Policies

- 3.2 The Human Resources Manual will be housed on the Share Drive, the HCHD Intranet and in the Human Resources Officer's office.
- The HR Officer will maintain the copy of the HR Manual on the Share Drive (S: Drive) and will maintain a folder for current documents as well as keep track of when replacements occur. Older copies will be removed from the Current folder and be placed in a Historical Version folder. Access will be restricted as these are working documents.
 - The Human Resources Manual will be accessible in its individual sections to all employees via the HCHD Intranet. <http://hchd-web/>
 - The Human Resources Officer will also maintain an up-to-date hard copy and house said copy in his/her office.
- 3.3 The Human Resources Officer will communicate updates to the designee for uploading documents to the Intranet. Once updates are uploaded to the Intranet, the Health Officer or the Health Officer's designee will communicate these changes via email to Division Directors. The Division Directors will communicate to staff as appropriate in the form of emails and hard copy information as necessary. Links to the Intranet should be included at this time.
- 3.4 The Human Resources Officer will review and revise the manual when necessary. Updates of policies are always subject to approval by the Health Officer.
- 3.5 All forms used in the HR Manual will be accessible via the Intranet. Since forms change so frequently, all HCHD supervisors needing the forms should use the Intranet versions as this will be the most reliable place to locate current versions. Any questions regarding the appropriateness of forms should be directed to the HR officer.
- 3.6 Any questions regarding policies or procedures re: HR issues should first be addressed with the HCHD employee's immediate supervisors. If questions still exist, then contact the HR Officer.