FILING OF UPDATES

Chapter and Section	Date Filed	Initials of Filer
See Summaries that follow.		

Summary of HR Manual Changes
November 2006

REPLACE 1.3	Updated language – deleted manual assignment and return and changed request for review or interpretation to Exhibit A. Changes on Page 1 and 2.
REPLACE 1.3 Exhibit A	"Manual Assignment and Return" with NEW Exhibit A "Request for Review or Interpretation"
DISCARD 1.3 Exhibit B	This form has been changed to Exhibit A
REPLACE 1.6	Revised references to protected groups to show consistency. Changes on Page 1
ADD 1.6 Exhibit B	New form titled "Request for Reasonable Accommodation"
REPLACE 2.1	Appointing Authorities clarified. Changes on Page 1.
REPLACE 2.4	Revised "Don't" question 27 on Page 2 and "Do" question 21 on Page 4. Page 1 revision date.
REPLACE 2.7	Replaced Exhibit E with new version and deleted Exhibit F altogether. Changes on Page 1.
REPLACE 2.7 Exhibit C	Revised E and F references
REPLACE 2.7 Exhibit E	New version
DISCARD 2.7 Exhibit F	This notice is replaced by the new Exhibit E
REPLACE 4.1	Moved overtime and comp time language to 4.4. Changes on Page 1.
REPLACE 4.3	Added Disability Insurance to mandatory deductions. Changes on Pages 1 and 2.
REPLACE 4.4	Added overtime and comp time language from 4.1. Changes on Pages 1 and 2.
REPLACE 5.1	Phone # change for the Benefits Administrator. Changes on Page 1.
REPLACE 5.1 Exhibit N	Revised form to more precisely document benefit and waiver changes
REPLACE 5.2	Deleted Parent/Child and Husband/Wife Rx Coverage (Rx coverage is either single or family); Exhibit N's title change. Changes on Page 1 and 2.
REPLACE 5.10	Added language about SAP costs. Changes on Page 1.
ADD 5.12	NEW policy to describe additional optional benefits. Changes on Pages 1 and 2.
REPLACE 6.1 Exhibit Q	Changed comp time to be taken in 15 minute increments, added place for sick leave/call out reason, and clarified department payroll initials

REPLACE 6.4	Sick leave use is reported and reviewed quarterly. Changes on Page 3. Page 1 revision date.
REPLACE 7.3	Definition of Progressive Discipline clarified. Changes on Pages 1 and 2.
REPLACE 7.3 Exhibit U	Language revised to be the same as written in 7.3. Changes on Page 2.
REPLACE 7.6	Updated governing agencies; added info for law enforcement; added info for non-safety, non-law enforcement; expanded on education and training language. Changes throughout policy.
REPLACE 7.7	Corrected typos/format. Changes on Pages 4 and 6. Page 1 revision date.
REPLACE 7.10	Deleted language about use of upper-case letters. Feedback suggested this could be misconstrued as discriminatory. Changes on Page 7. Page 1 revision date.
REPLACE 7.13	Changed seeing-eye dogs to service animals of the blind or visually impaired. Changes on Page 1.
REPLACE 8.2	Revised language to reflect addition of Exhibit Z, clarified the use of Exhibit W. Changes throughout policy.
ADD 8.2 Exhibit Z	Report of Job Accident Form
REPLACE 8.4	Clarified the process between this form and Exhibit Z. Changes on Pages 1 and 2.
REPLACE 8.6	Add language about law governing cell phones and driving. Changes on Page 3. Page 1 revision date.
REPLACE 9.4	Added language about chewing tobacco restrictions. Changes on Pages 2 and 3. Page 1 revision date.
REPLACE 9.10	Revised travel protocol so that the DH submits the form to the Deputy Treasurer to initiate the approval process. Changes on Page 2. Page 1 revision date.
REPLACE 9.10 Exhibit Y	Revised form

Summary of HR Manual Changes (April 2007)

	Action	Item	Explanation
1.	Replace	Table of Contents	Table of Contents updated to reflect all the 4/4/07 changes.
2.	Replace	HR 1.3 Page 1	Revision date of 11/21/06 added.
3.	Replace	HR 1.3 Exh A	Revision date of 11/21/06 added.
4.	Replace	HR 1.6 Exh B	Document footer corrected.
5.	Replace	2.3 Page 1	Revised in accordance with the NJ Civil Unions law.
6.	Replace	2.4 Page 1	Revised in accordance with the NJ Civil Unions law.
7.	Replace	2.7 Exh G	Revised to add a union from Social Services.
8.	Replace	4.3 Page 2	Corrected numbering of employee-authorized deductions.
9.	Replace	5.1 Pages 1 – 4	Revised in accordance with the NJ Civil Unions law as well as clarified vision and retirement health benefits in accordance with negotiated union contracts.
10.	Remove	5.1 Exh K, L & M	These exhibits are no longer needed because Commerce Administrator Services provides the proper documents as needed and HR 2.7 Exh E covers COBRA information.
11.	Replace	5.1 Exh N	Revised in accordance with the NJ Civil Unions law.
12.	Replace	5.2 Page 1	Revised in accordance with the NJ Civil Unions law.
13.	Replace	5.2 Exh O Page 1-2	Revised in accordance with the NJ Civil Unions law.
14.	Replace	5.7 Page 1	Revised to specify that exception to the additional regular/overtime restriction will be considered on a case by case basis by the HR Director as long as restrictions are upheld.
15.	Replace	6.1 Q Page 1	Revised after receiving feedback from several supervisors and payroll clerks.
16.	Replace	6.2 Page 1-2	Revised to clarify the Columbus Day holiday in accordance with negotiated union contracts.
17.	Replace	6.4 Page 1-3	Revised in accordance with the NJ Civil Unions law.
18.	Add	6.4 Exh K	Revised to reflect HR directive of December 2006.
19.	Replace	6.5 Page 1	Revised to clarify Administrative Leave in accordance with negotiated union contracts.
20.	Replace	6.6 Page 1	Revised in accordance with the NJ Civil Unions law.
21.	Replace	6.11 Page 1-3	Revised in accordance with the NJ Civil Unions law.
22.	Replace	6.11 Exh R Page 1 and 2	Revised in accordance with the NJ Civil Unions law.
23.	Replace	7.7 Pages 1 and 2	Revised in accordance with the NJ Civil Unions law.
24.	Replace	8.8 Pages 1-3	Revised to add Social Services to the list of locations.
25.	Replace	9.3 Page 1	Revised in accordance with the NJ Civil Unions law.
26.	Replace	9.3 X Page 1	Revised in accordance with the NJ Civil Unions law.
27.	Replace	9.12 Page 1	Revised to clarify union leave which may be paid or not paid in accordance with the applicable negotiated contract.
28.	Replace	Index All Pages	Corrected policy reference for smoking and added reference to civil unions.

Summary of HR Manual Changes (June 2007)

	Action	Item	Explanation
1.	Replace	HR 1.6	Revised in accordance with the NJ Law Against Discrimation.
2.	Replace	HR 6.5	Corrected 6th paragraph to state "leave time" instead of "vacations".
3.	Replace	HR 7.7	Revised in accordance with the NJ Law Against Discrimation.
4.	Replace	HR 9.6	Language added to clarify that emergency service volunteers may be released on a case by case basis, clearance is given by an immediate supervisor, and that operational needs of the County must take precedence over all other considerations, particularly with jobs dedicated to public safety.

Summary of HR Manual Changes (November 2007)

	Action	Item	Explanation
1.	Replace	HR 5.1	Deleted references to PPO, corrected references to open enrollment time frames for Dental and Vision, revised language about part-time eligibility for benefits. Changes on all pages.
2.	Replace	HR 6.2	Revised language to show Lincoln's Birthday as the floating holiday in accordance with the appropriate union contract – changes made on page 1 and 2.
3.	Replace	HR 6.3	Revised language for half-hour increment usage on page 2.
4.	Replace	HR 6.4	Revised language for half-hour increment usage and for non-union retiree supplemental payments on page 2.
5.	Replace	HR 6.5	Revised language to show Lincoln's Birthday as the floating holiday in accordance with the appropriate union contract on page 1.
6.	Replace	HR 8.8	Revised listing of defibrillator location – replace entire policy with new pages.
7.	Replace	HR 9.2	Revised language to state Corrections on page 1.
8.	Replace	HR 9.3 Exhibit X	Revised form to show two emergency contacts.
9.	Replace	HR 9.10 Exhibit Y	Revised form to match Purchasing's policy.

Summary of HR Manual Changes (February 2008)

	Action	Item	Explanation
1.	Replace	HR 5.1, Page 1	Revised language in Medical section to the effect that certain PT employees are eligible for benefits in accordance with the appropriate negotiated contract.
2.	Replace	HR 6.12	Revised language to allow for donation for intermittent leave as well as leave for the care of an immediate family member.
3.	Replace	8.2 Exhibit Z, Page 1	Corrected Safety fax number due to recent relocation of the safety staff.
4.	Replace	8.4 Exhibit W, Page 1 and 3	Corrected Safety telephone number, fax number and address due to recent relocation of the safety staff.
5.	Replace	8.8, all pages	Added Consumer Protection location, clarified several other locations.
6.	Replace	9.2 Page 1	Added the exception of clerical staff to the Sheriff's Office.
7.	Replace	9.10 Exhibit Y	Corrected Deputy Treasurer to Treasurer.

Summary of HR Manual Changes (May 2008)

	Action	Item	Explanation
1.	Replace	HR 7.1, Exhibit T, all pages	Form revised to provide an additional rating for outstanding performance, an additional area for comments in Section 1, sections rearranged to be more user friendly, and an employee comment section added.
2.	Replace	HR 8.2, Exhibit Z, all pages	Added additional requests for information and clarified instructions to improve on-the-job injury reporting.

Summary of HR Manual Changes (July 2008)

	Action	Item	Explanation
1.	Replace	HR 3.9	Policy revised to provide basic guidelines to the exit interview process as well as better define responsibilities of the various departments affected by an employee termination.

Summary of HR Manual Changes (August 2008)

	Action	Item	Explanation
1.	Replace	HR 1.1, pg 1	All language revised to reflect the benefit administrator's new name and phone numbers where applicable.
2.	Replace	HR 2.7, Exh E, pgs 1 & 2	
3.	Replace	HR 5.1, all pages	
4.	Replace	HR 5.1, Exh N, pg 1	
5.	Replace	HR 6.11, Exhibit R, pg 3	
6.	Replace	HR 9.3, pg 1	
	Replace	Additional Resources, pg 1	
	Replace	Table of Contents	

Summary of HR Manual Changes (September 2008)

	Action	Item	Explanation
1.	Replace	HR 7.3, Exh U	All disciplinary memos must be cc'd the Freeholder Director and the County Administrator.
2.	Replace	HR 7.6	Revised language to reflect required policy modifications as defined by the FTA.

Summary of HR Manual Changes (October 2008)

	Action	Item	Explanation
1.	Replace	HR 1.5	Revised policy in accordance with zero tolerance resolution passed 12/6/06.
2.	Replace	HR 5.1 N	Revised policy for a common situation that employees encountered when benefits no longer need to be carried on a dependent.
3.	Replace	HR 6.1 Q	Revised the order of the leave types to separate paid leave from unpaid leave in an effort to make the policy more practical and efficient.
4.	Add	HR 6.13	Added policy regarding the soon-to-be implemented NJ Family Paid Leave.
5.	Replace	HR 8.2 Z	Revised policy to indicate the employee's agreement with the information contained within the report.

Summary of HR Manual Changes (February 2009)

The Human Resources policies listed below have been reviewed and modified as deemed necessary. In some cases, these changes have come about to formalize current practices and procedures for HR 3.2 and 3.9 (including exhibits F and L). In the leave policies, clarification was need for military inactive duty leave provisions as well and the effects of unpaid leave on sick and vacation leave as well as holiday pay (HR 6.7 and 6.11). For the Computer, Internet, and Electronic Resources policy (HR 7.10), the department name needed to be revised. Lastly, two exhibits (HR 8.2 Z and 8.4 W) in the Safety Chapter needed reformatting and deadlines updated.

	Action	Item	Explanation
1.	Replace	HR 3.2	Revised policy in accordance with current practice.
2.	Replace	HR 3.9	Revised policy to reflect formalized procedure.
3.	Add	HR 3.9 F	Added formalized procedure to policy.
4.	Add	HR 3.9 L	Added formalized procedure to policy.
5.	Replace	HR 6.7	Clarified leave provisions for weekend drills and inactive duty training.
6.	Replace	HR 6.11	Clarified unpaid leave effects on sick and vacation leave credits and holiday pay.
7.	Replace	HR 7.10	Revised policy to reflect department's name change from Data Management to Information and Technology.
8.	Replace	HR 8.2 Z	Revised signature section and deadlines.
9.	Replace	HR 8.4 W	Clarified when to use form and deadlines.

Summary of HR Manual Changes (May 2009)

The Human Resources policies listed below have been reviewed and modified as deemed necessary. In most cases, clarification was needed to enhance the understanding of the policy. Please see below for specific details on revisions.

	Action	Item	Explanation
1.	Replace	HR 2.7 Exh C	Simplified form to one signature and date line.
2.	Replace	HR 5.1	Updated phone number for Conner Strong; clarified language in Dental section.
3.	Replace	HR 8.3	For clarification purposes, added current fee for lost or damaged ID card.
4.	Replace	HR 9.2	Placed in better location the language regarding call-outs during inclement weather for clarification purposes.

Summary of HR Manual Changes (July 2009)

The Human Resources policies listed below have been reviewed and modified as deemed necessary. In most cases clarification was needed to enhance the understanding of the policy. Please see below for specific details on revisions.

	Action	Item	Explanation
1.	Replace	HR 2.7 Exhibit E	Updated to reflect Connor Strong's new address and contact person for COBRA.
2.	Replace	HR 5.1	Updated to reflect Conner Strong's new address section.
3.	Replace	HR 5.1 Exhibit N	Updated to reflect Connor Strong's new telephone number.
4.	Insert	HR 5.1 CHIPRA	Added to introduce and explain Children's Health Insurance Program Reauthorization Act of 2009.
5.	Replace	HR 6.13	Updated to accurately reflect and clarify the Paid Family Leave Act, also known as Family Leave Insurance.
6.	Replace	HR 8.4 Exhibit W	Updated to add information collected under the section entitled, "property damaged description."

Summary of HR Manual Changes (November 4, 2009)

The Human Resources policies listed below have been reviewed and modified as deemed necessary. In most cases clarification was needed to enhance the understanding of the policy. Please see below for specific details on revisions.

	Action	Item	Explanation
1.	Replace	HR 2.10	Clarifies language regarding school agreements
2.	Replace 5.1 CHIPRA	HR 5.1 Exh L	Applies HR Manual format to revision previously approved (7/09)
3.	Replace	HR 7.7	Clarifies and updates discriminatory language
4.	Insert	HR 7.7 Exh F	Provides county Discrimination Complaint form

Summary of HR Manual Changes (March 24, 2010)

The Human Resources policies listed below have been reviewed and modified as deemed necessary. In most cases, either clarification was needed to enhance the understanding of the policy or updates needed based on revised information. Please see below for specific details on revisions.

	Action	Item	Explanation
1.	Replace	HR 3.9 Exh F Page 1	Added uniforms to checklist of items to collect from an exiting employee
2.	Replace	HR 5.1 Page 2 and 3	Revised Rx carrier and clarification on when dependent coverage ends.
3.	Replace	HR 3.9 Exh L Page 1	Revised Leave Time section for clarity
4.	Replace	HR 5.9 Page 2	Revised information on pension loans
5.	Replace	HR 5.12 Page 1	Updated deferred compensation representative information
6.	Replace	HR 6.11 Exh R Page 2 - 4	Revised narrative to explain that two forms are provided for the Certification of Health Care Provider – one for the serious medical condition of an employee and one for the care of a family member with a serious medical condition. In addition, the County forms that are used to notify of Eligibility and Rights & Responsibilities as well as the Designation Notice.
7.	Replace	HR 6.11 Exh S, "Certification of Health Care Provider for Employee's Serious Health Condition"	Revised form in accordance with U.S. Department of Labor's most recent version of this form
8.	Add	HR 6.11 Exh S, "Certification of Health Care Provider for Family Member's Serious Health Condition"	Added form in accordance with the U.S. Department of Labor
9.	Replace "County Response to Leave Request"	HR 6.11 Exh S, "Notice of Eligibility and Rights & Responsibilities"	Added form in accordance with the U.S. Department of Labor
10.	Add	HR 6.11 Exh S, "Designation Notice"	Added form in accordance with the U.S. Department of Labor
11.	Add	HR 8.2 Page 3	Added employee acknowledgement statement which outlines the procedures for taking leave under workers' compensation claims
12.	Replace	HR 9.2	Removed juvenile detention from list and clarified policy on delayed openings and early dismissals

Summary of HR Manual Changes (December 15, 2010)

The Human Resources policies listed below have been reviewed and modified as deemed necessary. In most cases, either clarification was needed to enhance the understanding of the policy or updates needed based on revised information. Please see below for specific details on revisions.

	Action	Item	Explanation
1.	Replace	1.3 Manual Distribution and Revisions	Updated to reflect the electronic distribution option that employees may wish to take advantage of.
2.	Add	1.3 Exb B	Providing form for employees who wish to do the electronic option.
3.	Add	1.3 Exb C	Acknowledgement statement for Department Heads to use to confirm employee received HR Manual revisions.
4.	Replace	2.7 Orientation	Clarified the Department Head's role in orientation of new employees.
5.	Replace	5.7 Exb P Light Duty Agreement	Added clarification on employee responsibilities.
6.	Replace	7.9 Telephone Use, Visitors, and Mail	Clarified language to include texting.
7.	Replace	8.2 Exb Z Report Job Accident	Added clarification on employee responsibilities.
8.	Replace	8.3 Building Security	Added current fee cost and clarification for palm scan procedure.
9.	Replace	8.8 Defibrillators	Updated locations.

Summary of HR Manual Changes (December 29, 2010)

The Human Resources policy listed below has reviewed and modified as deemed necessary. Clarification was needed to enhance the understanding of the policy. Please see below for specific details on the revision.

	Action	Item	Explanation
1.	Replace	HR 9.2 Emergency Closing of County Offices	The list of departments/divisions/areas that provide essential services and require employees to report under all circumstances has been revised to reflect changes in tasks and responsibilities. Furthermore, a typo was corrected in the first paragraph of the second page.

Summary of HR Manual Changes (February 2, 2011)

The Human Resources policies listed below have been reviewed and modified as deemed necessary. Clarification was needed to enhance the understanding of the policies. Please see below for specific details on the revisions.

	Action	Item	Explanation
1.	Replace	1.3 Exhibit C Employee Acknowledgement	Limited acknowledgement to receiving HR Manual changes
2.	Replace	2.10 Volunteers and Interns	Corrected policy to reflect volunteer activity within county departments
3.	Replace	6.4 Exhibit K, Medical Release Form	Added area where treating physician can indicate the date that the employee is allowed to return to work without restrictions
4.	Replace	7.9, Telephone Use, Visitors, and Mail	Added language which bans management staff from cell phone use during public freeholder meetings;
5.	Replace	8.2 Exhibit Z, Report of Job Accident	Amended to clarify that full address of employee filing a report of job accident is being requested

Summary of HR Manual Changes (May 4, 2011)

The Human Resources policies listed below have been reviewed and modified as deemed necessary. Clarification was needed to enhance the understanding of the policies. Please see below for specific details on the revisions.

	Action	Item	Explanation
1.	Replace	5.1 Health Benefits	Amended to correct the definition of dependents as defined by current law
2.	Replace	8.2 Exhibit Z, Report of Job Accident	Amended to correct a misspelling and to remove employee attesting to understanding of policy (maintained acknowledgement of receipt)
3.	Replace	9.7 Outside Employment	Defined limitations for management personnel

Summary of HR Manual Changes (July 6, 2011)

The Human Resources policies listed below have been reviewed and modified as deemed necessary. Clarification was needed to enhance the understanding of the policies. Please see below for specific details on the revisions.

	Action	Item	Explanation
1.	Replace	5.2 Waiving Medical and/or Prescription Coverage	Amended to clarify that to clarify that the waiver provision does not apply to employees who are covered by another member of the family that is employed by Gloucester County
2.	Replace	8.6 Vehicle Safety	Amended to clarify that County-owned/issued two-way radios may be used for brief and essential communication between the county office/dispatcher (as applicable) and the driver as necessary to carryout job responsibilities

Summary of HR Manual Changes (August 3, 2011)

The Human Resources policy listed below has been reviewed and modified as deemed necessary. Clarification was needed to enhance the understanding of the policy. Please see below for specific details on the revision.

	Action	Item	Explanation
1.	Replace	5.2 Waiving Medical and/or Prescription Coverage	Amended to clarify that to clarify that the waiver provision does not apply to non-union employees

Summary of HR Manual Changes (September 7, 2011)

The Human Resources policies listed below have been reviewed and modified as deemed necessary. Clarification was needed to enhance the understanding of the policy. Please see below for specific details on the revision.

	Action	Item	Explanation
1.	Replace	3.9 Separation from Service	Amended to clarify that the Sheriff's Office deactivates Palm Security
2.	Replace	3.9 Exhibit F	Amended to remove Palm Security deactivation from IT (now under the Sheriff)
3.	Replace	7.6 Drugs and Alcohol	Revised policy in accordance with DOT rules and regulations
4.	Add	7.6 Exhibit M	Reasonable Suspicion Checklist being provided as a supervisory tool
5.	Replace	7.6 Exhibit V	Updated in accordance with DOT rules and regulations
6.	Replace	8.6 Exhibit W	Amended to enhance reporting procedure, update phone #s, and to request driver information

Summary of HR Manual Changes (October 5, 2011)

The Human Resources policy listed below has been reviewed and modified as deemed necessary. Clarification was needed to enhance the understanding of the policy. Please see below for specific details on the revision.

	Action	Item	Explanation
1.	Replace	9.1 Personnel Records	Amended fee structure for copies of documents in accordance with OPRA

Freeholder Meeting December 21, 2011
HR Manual Revision
Blurb

The Human Resources Manual provides administrative policies and formalizes employee procedures. These policies and procedures seek to provide uniform operations within each department, increase efficiency, improve employee morale, and enhance service to Gloucester County residents.

The Human Resources Department is requesting a resolution to approve, as part of the Administrative Code, eleven revisions to certain parts of the existing manual (PER-6). These policies being requested for modification, and the explanation why, are as follows:

1.	3.8 Retirement	Updated in accordance with changes in statute, providing details of the multiple tiers that have been established in recent years and other eligibility factors.
2.	5.1 Health Benefits	Updated in accordance with changes in employee and retiree contributions to health benefits as mandated in Chapter 78, P.L. 2011, clarified dental benefits for non-union employees.
3.	5.4 Pension Plans	Updated in accordance with changes in statute, providing details of the multiple tiers that have been established in recent years, added State website, updated PERS loan rate.
4.	6.1 Q Leave Request	Added area for identifying the employee's relationship to the deceased when requesting bereavement.
5.	6.11 Unpaid Leave	Updated in accordance with Chapter 78, P.L. 2011, specifying that employee contribution to health benefits continue during unpaid leave, as applicable.
6.	6.11 R Family and Medical Leaves of Absence	Added reference to 6.11 R-1 (see below)
7.	6.11 R-1 Employee Rights and Responsibilities under FMLA	Added the U.S. Department of Labor WHD publication 1420 to the Unpaid Leave policy.
8.	7.7 Exhibit F - Prohibition of Discrimination, Harassment, or Hostile Environments in the Workplace	Revised in accordance with current rules and regulations. Name of form changed to Pre-Intake Questionnaire for Employment Complaints.
9.	8.2 Z Report of Job Accident	Revised page 3 regarding requesting leave related to an on-the-job injury or illness to clarify the specific steps required to take such leave.
10.	8.3 Building Security and Evacuation	Revised policy to account to include evacuation accountability, stress the mandatory procedure of palm scanning and/or key fobs.
11.	9.3 Vital Information	Added area for signature and date.

These existing policies were reviewed and modified for accuracy due to evolution and to continue functional change. These changes make the Human Resources Manual a better management tool for the county and provides clearer direction to employees.

Freeholder Meeting March 7, 2012
HR Manual Revision
Blurb

The Human Resources Manual provides administrative policies and formalizes employee procedures. These policies and procedures seek to provide uniform operations within each department, increase efficiency, improve employee morale, and enhance service to Gloucester County residents.

The Human Resources Department is requesting a resolution to approve, as part of the Administrative Code, nine revisions to certain parts of the existing manual (PER-6). These policies being requested for modification, and the explanation why, are as follows:

1.	**Add HR 1.7 Contagious or Life Threatening Illness**	**Adapted from the MEL JIF (municipal excess liability joint insurance fund) model employment practices. Policy provides clarification on accommodations and confidentiality for employees with contagious diseases or life-threatening illnesses.**
2.	**Replace Page 3 HR 3.9 Exhibit F Employee Termination Checklist**	**Revised to reflect current payroll/purchasing system.**
3.	**Replace HR 6.1 Exhibit Q Leave Request**	**Separated employee communication from approval process.**
4.	**Add 7.16 Conscientious Employee/Whistleblower Protection**	**Adapted from the MEL JIF (municipal excess liability joint insurance fund) model employment practices. Policy explains employee rights and procedures under the Conscientious Employee Protection Act.**
5.	**Add 7.16 Exhibit A Employee Complaint Form**	**Adapted from the MEL JIF (municipal excess liability joint insurance fund) model employment practices. Exhibit provides process for filing a complaint relative to the Conscientious Employee Protection Act.**
6.	**Add 7.17 Social Network/Media**	**This policy seeks to protect the privacy, confidentiality and interests of the County of Gloucester, employees, volunteers, etc. relative to an employee's use of social networking/media.**
7.	**Add 7.18 Workplace Violence**	**Adapted from the MEL JIF (municipal excess liability joint insurance fund) model employment practices. Policy addresses the County's position on violence in the workplace.**
8.	**Add 9.15 Open Public Meetings Act Procedure concerning Personnel Matters**	**Adapted from the MEL JIF (municipal excess liability joint insurance fund) model employment practices. Policy spells out the regulations pertaining to personnel matters being discussed by a governing body.**
9.	**Add 9.16 Continuing Education Procedure**	**Adapted from the MEL JIF (municipal excess liability joint insurance fund) model employment practices. Policy explains continual education practices of the County relative to employee rights, protections, and employment practices.**

These existing policies were reviewed and modified for accuracy due to evolution and to continue functional change. These changes make the Human Resources Manual a better management tool for the county and provide clearer direction to employees.

Freeholder Meeting July 11, 2012
HR Manual Revision
Blurb

The Human Resources Manual provides administrative policies and formalizes employee procedures. These policies and procedures seek to provide uniform operations within each department, increase efficiency, improve employee morale, and enhance service to Gloucester County residents.

The Human Resources Department is requesting a resolution to approve, as part of the Administrative Code, seven revisions to certain parts of the existing manual (PER-6). These policies being requested for modification, and the explanation why, are as follows:

1.	Replace HR 5.10	Revised phone number for the Employee Assistance Program.
2.	Replace HR 6.7	Revised Leave Provisions for Drill Weekends or Inactive Duty Training in accordance with past practice.
3.	Replace HR 6.11	Revised procedural section for Employees and Department Heads to reflect current practice of written requests being submitted to Human Resources for consideration.
4.	Replace HR 7.3	Revised phone number for the Employee Assistance Program.
5.	Replace HR 7.6	Revised phone number for the Employee Assistance Program.
6.	Replace 8.2 Exhibit Z	Clarified whether employee is requesting medical treatment at this time and department name
7.	Replace 8.4 Exhibit W	Revised phone numbers and e-mail addresses

These existing policies were reviewed and modified for accuracy due to evolution and to continue functional change. These changes make the Human Resources Manual a better management tool for the county and provide clearer direction to employees.

Summary of HR Manual Changes (August 8, 2012)

The Human Resources policies listed below have been reviewed and modified as deemed necessary. Clarification was needed to enhance the understanding of these policies. Please see below for specific details on the revisions.

1.	Replace 2.2	Clarified pre-employment process for criminal background checks
2.	Replace 8.2 Exhibit Z	Added employee notice regarding Worker's Compensation

Summary of HR Manual Changes (March 13, 2013)

The Human Resources policy listed below has been reviewed and modified as deemed necessary. Clarification was needed to enhance the understanding of these policies. Please see below for specific details on the revision.

1.	Replace 7.17	Revisions made in accordance with the National Labor Relations Board

Summary of HR Manual Changes (August 7, 2013)

The Human Resources policies listed below have been reviewed and modified as deemed necessary. Clarification was needed to enhance the understanding of these policies. Please see below for specific details on the revisions.

1.	1.1	Changed all references to NJDOP to NJ Civil Service Commission.
2.	1.2	Changed all references to NJDOP to NJ Civil Service Commission.
3.	1.6	Updated Disability Services information (last paragraph)
4.	2.1	Changed all references to NJDOP to NJ Civil Service Commission.
5.	2.2	Changed all references to NJDOP to NJ Civil Service Commission.
6.	2.3	Changed all references to NJDOP to NJ Civil Service Commission.
7.	2.5	Changed all references to NJDOP to NJ Civil Service Commission.
8.	2.6	Changed all references to NJDOP to NJ Civil Service Commission.
9.	2.7	Revised 3rd party administrator information
10.	2.7 C	Changed all references to NJDOP to NJ Civil Service Commission.
11.	2.8	Changed all references to NJDOP to NJ Civil Service Commission.
12.	3.1	Changed all references to NJDOP to NJ Civil Service Commission.
13.	3.2	Changed all references to NJDOP to NJ Civil Service Commission.
14.	3.3	Changed all references to NJDOP to NJ Civil Service Commission.
15-17.	3.4, 3.4 H and 3.4 I	Changed all references to NJDOP to NJ Civil Service Commission.
18.	3.5	Changed all references to NJDOP to NJ Civil Service Commission.
19.	3.6	Changed all references to NJDOP to NJ Civil Service Commission.
20-21.	5.1, 5.1 N	Revised 3rd party administrator information
22.	5.2	Revised to reflect no longer providing waiver payments and coverage is with State Health Benefit Plan
23.	5.2 O	Remove
24.	6.2	Revised last paragraph in accordance with collective bargaining agreements.
25.	7.2	Added NJ residency requirement.

26.	7.3	Added NJ residency requirement
27.	8.2 Z	Added Authorization for Release of Information in connection with Workers' Compensation.
28.	9.2	Clarified paragraph regarding employees that report to work during emergency closure to reflect variances among collective bargaining agreements.
	Additional Resources	Changed all references to NJDOP to NJ Civil Service Commission; revised 3rd party administrator information

Summary of HR Manual Changes (November 26, 2013)

The Human Resources policies listed below have been reviewed and modified as deemed necessary. Clarification was needed to enhance the understanding of these policies. Please see below for specific details on the revisions.

1.	5.1 N	Age of dependent child is 26.
2.	8.2 Z	Changed in accordance with request from Gloucester County Insurance Commission.

Summary of HR Manual Changes (January 22, 2014)

The Human Resources policies listed below have been reviewed and modified as deemed necessary. Clarification was needed to enhance the understanding of these policies. Please see below for specific details on the revisions.

1.	HR 1.1 Terms and Acronyms	Revised NJ Department of Personnel to Civil Service Commission
2.	HR 1.3 Manual Distribution and Revisions	Corrected link to electronic form of HR Manual
3.	HR 4.3 Payroll Deductions	Add Health Benefits Contribution to mandatory deductions list
4.	HR 4.4 Overtime and Comp Time	Revised in accordance with various collective bargaining agreements
5.	HR 5.1 Health Benefits	Corrected to reflect that eligible employees receive Rx benefits 60 days after date of hire
6.	HR 7.17 Social Media	Revised in accordance with court decision
7.	HR 8.8 Defibrillators	Revised locations

Summary of HR Manual Changes (4.2.14)

The Human Resources policies listed below have been reviewed and modified as deemed necessary. Clarification was needed to enhance the understanding of these policies. Please see below for specific details on the revisions.

1.	HR 5.1 Health Benefits	Revised section regarding health benefit contributions for retirees in accordance with 2012 State Health Benefits fact sheet.
2.	HR 7.4 Hours of Work	Revised to clarify the window of time in which lunch breaks should occur. In accordance with HR memo issued on December 11, 2009 stating that lunch breaks may start as early as 11 AM and clarified that the lunch breaks should be concluded by 2PM.
3.	HR 9.4 Workspaces and Workplaces	Revised to clarify that smoking policy pertains to various items such as smokeless cigarettes and pipes and that it applies to employees, visitors, contractors, etc.

Summary of HR Manual Changes (May 7, 2014)

The Human Resources policies listed below have been reviewed and modified as deemed necessary. Clarification was needed to enhance the understanding of these policies. Please see below for specific details on the revisions.

1.	Section 7.6, Drugs and Alcohol	Updated contact person's name and phone number on page 13.

Summary of HR Manual Changes (August 6, 2014)

The Human Resources policies listed below have been reviewed and modified as deemed necessary. Clarification was needed to enhance the understanding of these policies. Please see below for specific details on the revisions.

1.	Section 5.10 Employee Assistance Program	Revised with new provider name and phone number.
2.	Section 6.6 Bereavement	Revised language regarding non-union employees to mirror CWA language.
3.	Section 7.6, Drugs and Alcohol	Clarified third paragraph and protocol for after-hours reasonable suspicion on page 2.

Summary of HR Manual Changes (February 4, 2015)

The Human Resources policies listed below have been reviewed and modified as deemed necessary. Clarification was needed to enhance the understanding of these policies. Please see below for specific details on the revisions.

1.	Section 5.1 Health Benefits	Clarified benefit eligibility.
2.	Section 5.12 Additional Optional Benefits	Revised to include newer deferred compensation company information.
3.	Section 3.9 Separation of Service Exhibit F Termination Checklist	Removed AS400 reference
4.	Section 3.9 Separation of Service Exhibit L Exit Interview	Revised final pay check to reflect direct deposit
5.	8.4 Incidents Involving County Property	Clarified policy regarding when 8.2 Injury on the Job, Exhibit Z Report of Job Accident should also be completed and corrected typos in the Employee and Department Head/designee section that referenced 8.4 Exhibit W and 8.2 Exhibit Z.
6.	9.2 Emergency Closings	Updated policy with local phone number and Alert system information

Summary of HR Manual Changes (6/10/15)

The Human Resources policies listed below have been reviewed and modified as deemed necessary. Clarification was needed to enhance the understanding of these policies. Please see below for specific details on the revisions.

1.	Section 1.1 Terms & Acronyms	Added IT and deleted ODM.
2.	Section 3.5 Resignation	Corrected "Merit Board" to Civil Service Commission
3.	Section 3.9 Separation from Service	Updated e-mail addresses for HR and ER.
4.	Section 4.2 Delivery of Pay	Removed language regarding paychecks.
5.	Section 5.12 Additional Optional Benefits	Removed proper names and specific e-mail addresses.
6.	Section 6.4 Sick Leave	Revised in accordance with NJAC 4A:6-1.4(d).
7.	Section 6.11 Unpaid Leave	Specified documents that were previously grouped together as "Exhibit S" (Notice of Eligibility and Rights & Responsibilities, Certification of Health Care Provider for Employee with Serious Health Condition, Certification of Health Care Provider for Family Member with Serious Health Condition, and Designation Notice)
8.	Section 6.11 Exhibit S – Family/Medical Leave Forms	Remove Exhibit S from the title and rename as Unpaid Leave Forms Cover Sheet.
9.	Section 7.10 Internet Use	Corrected reference to Data Management to IT.
10.	Section 8.2 Injury on the Job	Corrected statue reference to 34:15-12 et seq.
11.	Section 9.4 Workspaces and Workplaces	Identified the NJ Smoke-free Air Act as governing, clarified that department heads determine locations, corrected governance of extension cords and flexible cords.

Summary of HR Manual Changes (4/6/16)

The Human Resources policies listed below have been reviewed and modified as deemed necessary. Clarification was needed to enhance the understanding of these policies. Please see below for specific details on the revisions.

1.	Section 1.6 Equal Employment Opportunity and Affirmative Action	Revised in accordance with NJLAD including but not limited to the 2014 law that grants protected status to pregnant women under NJLAD
2.	Section 5.1 Health Benefits	On page 5, updated italicized paragraph regarding life changing events and the prescribed time limit of 60 days to notify NJ SHBP and Human Resources. On page 7, clarified that only benefits provided as negotiated
3.	Section 5.10 Employee Assistance Program	Revised to reflect current EAP provider name and phone number
4.	Section 5.12 Additional Optional Benefits	Added information regarding the Police & Fire Credit Union and revised phone numbers for deferred compensation companies.
5.	Section 7.6 Drugs and Alcohol	On page 2, moved the reference to the Department of Corrections to the paragraph regarding Law Enforcement employees since these employees are also subject to the New Jersey Attorney General's Law Enforcement Drug Testing Policy.
6.	Section 7.7 Prohibition of Discrimination, Harassment or Hostile Environments	Revised in accordance with NJLAD including but not limited to the 2014 law that grants protected status to pregnant women under NJLAD
7.	Section 7.10 Computers, Internet Use, and Electronic Resources	Revised header to reflect full name of policy.
8.	Section 8.2 Injury on the Job Exhibit Z Report Job Accident	Updated phone numbers and fax number to reflect the recent relocation of Safety staff.
9.	Section 8.4 Incidents Involving County Property Exhibit W Notice of Accident-Injury Form	Updated phone numbers and fax number to reflect the recent relocation of Safety staff.
10.	Section 9.2 Emergency Closing of County Offices	Clarified that certain clerical employees of the Animal Shelter are not essential personnel.
11.	Section HR 9.3 Vital Information Exhibit X Notice of Vital Information Change	Revised form to include both home and cell phone as well as email information.
12.	Section 9.4 Workspaces and Workplaces	Moved Open Flames section down to page 3.
13.	Section 9.9 Use of County Vehicles	Revised to specify monitoring and use of GPS (global positioning systems).

Summary of HR Manual Changes (9/21/16)

The Human Resources policies listed below have been reviewed and modified, added or deleted as deemed necessary. Clarification was needed to enhance the understanding of these policies. Please see below for specific details on the revisions.

1.	Chapter 1, Section 3 *Manual Distribution and Revisions*	Revised procedure providing the Department Head the option of distributing the Manual and Revisions via e-mail, with a confirmed read receipt, to those employees with access to e-mail. Also clarified in the 4th paragraph that the entire HR Manual is available on-line.
2.	Chapter 1, Section 3, Exhibit B *Employee Distribution Option*	To be removed from the HR Manual.
3.	Chapter 2, Section 7, Exhibit E *General Notice of COBRA Continuation Coverage Rights*	On page 1 and 4, updated contact information for plan administration.
4.	Chapter 5, Section 1 *Health Benefits*	On page 1, updated contact information for questions regarding health benefits. On multiple pages, revised contact information under sections related to medical, dental, vision and employee procedures.
5.	Chapter 5, Section 1 Exhibit N *Notice of Change in Medical Benefit or Waiver Status*	Updated contact information for questions regarding health benefits.
6.	Chapter 6, Section 11, Exhibit R *Family and Medical Leaves of Absence*	On page 3, revised the address for making insurance premium payments.
7.	Chapter 7, Section 7 *Prohibition of Discrimination, Harassment or Hostile Environments*	On page 6, revised location and contact information for the NJ Division of Civil Rights Regional Offices and the US Equal Employment Opportunity Commission District Office.
8.	Chapter 7, Section 10, Exhibit A *Acceptance Statement*	Added Acceptance Statement to the Human Resources Manual.
9.	Chapter 8, Section 2, Exhibit Z *Report of Job Accident*	Added language to top of page 2 explaining that if medical treatment is not required, remainder of the form does not need to be completed.

Summary of HR Manual Changes (6/21/17)

The Human Resources policies listed below have been reviewed and modified, added or deleted as deemed necessary. Clarification was needed to enhance the understanding of these policies. Please see below for specific details on the revisions.

HR 5.10	Employee Assistance Program	Clarified that the County may require an employee as a condition of employment to go the EAP as a formal and mandatory referral. Non-compliance of such a referral may result in disciplinary procedures up to and including termination.
HR 5.12	Optional Benefits	Added Police and Fire Federal Credit Union information and revised to show the name change from MetLife to Brighthouse Life Insurance Company.
HR 6.2	Holidays	Clarified that if specified in the collective bargaining agreement, a paid holiday falls on a Sunday, it will be observed on the following Monday, and a paid holiday falls on a Saturday, it will be observed on the proceeding Friday.
HR 6.8	Convention Leave	Added Department Head responsibility to forward the request to Human Resources for approval and ensuring that leave is coded properly in the payroll system.
HR 6.11 Exhibit S	Unpaid Leave	Revised the following forms in accordance with US Department of Labor guidelines: (1) Certification of Health Care Provider for Employee, (2) Certification of Health Care Provider for Family, and (3) Designation Notice.
HR 7.6	Drugs and Alcohol	Clarified language, eliminated duplicative language, rearranged existing language for clarity, and updated parts of the policy in accordance with collective bargaining agreements and/or DOT regulations.
HR 7.9	Telephone Use, Visitors, and Mail	Revised language to state that toll calls and/or long distance calls for personal business should not be made on a county owned phone.
HR 8.2 Exhibit Z	Injury on the Job	Revised in accordance with the Gloucester County Insurance Commission recommendations.
HR 8.4 Exhibit W	Incidents Involving County Property	Added Risk Manager's phone number to contact information and revised a few areas for clarity.
HR 9.3	Vital Information	Clarified use of forms 9.3 Exhibit X and 5.1 Exhibit N as well as which Departments should be notified when various vital information changes need to be

		communicated by the employee.
HR 9.3 Exhibit X	Notice of Vital Information Change	Added cell phone number to various areas of the form.
HR 9.9	Use of County Vehicles	Added language requiring all drivers of County vehicles to give notice to his/her Department Head if his/her driver's license is suspended or revoked, and the procedure for such.
HR 9.9 Exhibit A	Use of County Vehicles Acceptance of Policy Statement	Added this form for employees that use County vehicles to sign off on the Use of County vehicles HR policy.
HR 9.10	Reimbursement for Expenses	Added reference to HR 9.10 Request for Reimbursement Form, and clarified that, in accordance with IRS regulations, an Employee is not eligible for mileage reimbursement when a County vehicle is made available to the Employee and instead of using the County vehicle provided for this purpose, the Employee opts to use his/her own vehicle. In this case, the Employee is not eligible for mileage reimbursement.
HR 9.10 FORM	Request for Reimbursement Form	Added form for employees to use when seeking reimbursement for mileage and other expenses.

Summary of HR Manual Changes (4/18/18)

The Human Resources policies listed below have been reviewed and modified, added or deleted as deemed necessary. Clarification was needed to enhance the understanding of these policies. Please see below for specific details on the revisions.

HR Policy 3.1	Transfers	Revising language to reflect changes in Civil Service regulations.
HR Policy 5.5	Educational Benefits	Revising language to clarify procedures for tuition reimbursement.
HR Policy 7.4	Hours of Work	Revising to add form and procedure for schedule change requests.
HR 7.4 Exhibit A	Hours of Work	Adding Schedule Change Request Form to the HR Manual.
HR Policy 7.6	Drugs and Alcohol	Revising language to include additional drugs added to the U.S. Department of Transportation (DOT) drug-test panel.
HR Policy 9.2	Emergency Closing of County Offices	Revising link for employees opting for the elective alert system and revising language regarding leave adjacent to an early dismissal or delayed opening.

Summary of HR Manual Changes (6/6/18)

The Human Resources policy listed below has been added as deemed necessary. Please see below for specific details on the revision.

HR Policy 9.4	Carbon Monoxide Detection	Added language to reflect changes in Carbon Monoxide Detection Policy.

Summary of HR Manual Changes (11/7/18)

The Human Resources policy listed below has been added as deemed necessary. Please see below for specific details on the revisions.

HR 5.7	Light Duty	Clarified that the Safety Unit of County Administration is responsible for ensuring the Light Duty Agreements are set-up properly and all appropriate parties are notified and sign on the Agreement.
HR 5.7 Exhibit P	Light Duty Agreement	Added to top of the form a place to identify the Department where the light duty assignment is and added sign-off lines to the bottom of the form for the County Administrator/designee and the Light Duty Department.
HR 6.11	Unpaid Leave	Revised policy to reflect that the US Department of Labor forms are available on the Human Resources webpage and by request to the Human Resources Department.
HR 6.11 Exhibit R	Family and Medical Leaves of Absence	Revised policy to reflect that the US Department of Labor forms are available on the Human Resources webpage and by request to the Human Resources Department.
HR 6.11 Exhibit R-1	Employee Rights under the Family and Medical Leave Act	Revised policy with the US Department of Labor Wage and Hour Division Publication 1420, rev 04/16.

HR 6.11	• Unpaid Leaves Cover Sheet
	• Notice of Eligibility and Rights & Responsibilities
	• Certification of Health Care Provider
	  o For Employee
	  o For Family Member
	• Designation Notice
		Remove cover sheet and US DOL notices and forms from the HR Manual. The notices and forms will now be available on the Human Resources webpage and by request to the Human Resources Department.

HR 7.6	Drugs and Alcohol	Revised in accordance with COSI (Compliance Oversight Solutions Ideal) requirements.
HR 7.7 Exhibit F	Prohibition of Discrimination and Harassment Pre-Intake Questionnaire	Revised contact information.
HR 8.2 Exhibit Z	Report of Job Accident	Revised contact information.
HR 8.3	Building Security and Evacuation	Revised language to reflect conversion to fingerprint/biometric procedures.
HR 8.4 Exhibit W	Incidents Involving County Property	Revised contact information.
HR 9.10	Reimbursement for Expenses	Clarified policy on the approval process for overnight travel
HR 9.10 Exhibit Y	Travel Request Form	Revised signature lines to be consistent with policies.

Summary of HR Manual Changes (2/20/19)

The Human Resources policy listed below has been added as deemed necessary. Please see below for specific details on the revisions.

Revise HR 5.1	Health Benefits	Revised vision benefit section to reflect recent change to National Vision Administrators
Revise HR 6.4	Sick Leave	Added reference to new exhibit 6.4 A explaining New Jersey Earned Sick Leave Law policy
Add HR 6.4 Exhibit A	New Jersey Earned Sick Leave Law	New exhibit to HR 6.4 explaining the County's policy related to the NJ Earned Sick Leave Law.
Revise HR 7.6	Drugs and Alcohol	Revised policy to reference source for Exhibit V, Most Commonly Abused Drugs
Revise 7.6 Exhibit V	Most Commonly Abused Drugs	Revised as provided by the National Institutes of Health.

Summary of HR Manual Changes (7/24/19)

The Human Resources policy listed below has been added as deemed necessary. Please see below for specific details on the revisions.

6.11 Exhibit R	Unpaid Leave	Policy was revised to reflect changes in the definition of family member in accordance with the New Jersey Family Leave Act.
6.12	Leave Donation	Policy was revised to include vacation leave in accordance with New Jersey Administrative Code 4A:6-1.22.
7.7	Prohibition of Discrimination	Policy changes were not substantive to the existing policy but made to make the policy clearer.
7.7 Exhibit F, Pages 1 through 3	Prohibition of Discrimination	This policy exhibit was revamped to provide greater detail on the complaint process and to simplify the form. The procedure and form are in alignment with the New Jersey Division of Civil Rights process.

Summary of HR Manual Changes (10/2/19)

The Human Resources policy listed below has been added as deemed necessary. Please see below for specific details on the revisions.

HR Policy 7.4	Hours of Work	To clarify the approval process and procedures for leaving on County business and/or reporting to work off-site from primary work location.
HR 7.4 Exhibit B	Approval Request Workday Off-Site	Formalize the procedure for leaving on County business and/or reporting to work off-site from primary work location.
HR Policy 9.10	Reimbursement for Expenses	Revised to refer employees to HR 7.4 for policy and procedure for leaving on County business and/or reporting to work off-site from primary work location.

Summary of HR Manual Changes (2/5/20)

The Human Resources policy listed below has been added as deemed necessary. Please see below for specific details on the revisions.

HR Policy 2.2	Recruitment	Revising to reflect procedural changes to the background check process.
HR Policy 5.1	Health Benefits	Revising to reflect current vision plan provider and to note employee benefit contributions are set in accordance with negotiated union agreements.
HR Policy 5.13	NJ Civil Service Public Employers Domestic Violence Policy	Adding policy in accordance with NJSA 11A:2-6a
HR 7.3	Discipline	Clarifying practice of imposing discipline based upon seriousness and egregiousness of offense.

Summary of HR Manual Changes (3/18/20)

The Human Resources policy listed below has been added as deemed necessary. Please see below for specific details on the revisions.

HR Policy 9.2	Emergency Closings of County Offices & Designation of Essential Personnel	Revised list of departments/divisions/areas that provide essential services and require employees to report to work. Revised to reflect changes in tasks and responsibilities. Also, added “Designation of Essential Personnel” to policy heading.