

Which Personnel Policies Must We Adopt to get Loss Control Credits?

Policy	Priority
General Provisions	
Authorization	Optional
Purpose	Recommended
Definitions	Recommended
Amendments	Recommended
Personnel Officer	Recommended
Recruitment	
Posting and Advertising	Recommended
Equal Employment Opportunity/Affirmative Action	Essential *
Hiring	
Screening/Interviewing	Essential
Employment Applications	Essential
Reference and Background Checks	Essential
Employment Eligibility	Essential *
Offer of Employment	Essential
Hiring Documentation	Essential
Pre-Employment Physicals	Essential
Probationary Period	Essential
Temporary and Seasonal Employment	Recommended
Employment of Minors	Recommended
General Administration	
Classification Plan and Salary Schedule	Essential
Reclassification and Salary Adjustments	Recommended
Hours of Work and Work Schedules	Recommended
Performance Appraisals	Optional
Promotion and Transfer	Essential
Longevity Compensation	Optional
Holidays and Holiday Pay	Essential
Injury on Duty	Essential
Personnel Records	Essential
Weather and Emergency Events	Optional
Standards of Conduct	
General Conduct and Standards	Recommended
Non-Discrimination	Essential *
Americans with Disabilities Act	Essential *
Discrimination Grievance Procedure	Essential *
Sexual Harassment Policy	Essential *
CDL Alcohol and Drug Testing Policy	Essential *

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Vehicle Use Policy	Recommended
Tardiness and Failure to Report to Work	Recommended
Drug Free Workplace	Essential
Membership in Professional Associations	Optional
Smoking in the Workplace	Optional
Conflict of Interest/Financial Disclosure	Essential *
Dress code	Optional
Workplace Violence/Possession of Weapons	Recommended
'Whistleblower' Policy	Essential *
Computer, Electronic Mail and Internet Use Policy	Recommended
Dispute Resolution	Recommended
Leave Policies	
Civic Duty Leave	Essential
Military Leave	Essential
Non-Occupational Sick Leave	Recommended
Bereavement Leave	Essential
Unpaid Leave of Absence	Essential
Maternity Leave	Essential
Small Necessities Leave	Essential
Vacation Policy	Essential
Family and Medical Leave	Essential *
Personal Leave	Recommended
Attachments	
Standard Employment Application Form Language	Essential
Prohibited Hazardous Occupations for Minors under age 18	Recommended
Prohibited Occupations for 14 and 15 year old Minors	Recommended
Classification Plan	Essential
Required DET Notices	Essential *
Acknowledgement of Receipt of Personnel Policies	Recommended
Appendices	
Sample Reference Check Questions	Optional
Sample Performance Appraisal Process	Optional
Sample Performance Criteria for Performance Appraisals	Optional
Guidelines for Disciplinary Procedures	Optional

*Indicates State and/or Federal Statutory Requirement applicable to MA municipalities