

**CITY OF PORTSMOUTH  
ADMINISTRATIVE POLICIES/PROGRAMS  
TABLE OF CONTENTS**

<b>POLICY #</b>	<b>POLICY SUBJECT</b>	<b>EFFECTIVE DATE</b>
1	Information Technology Acceptable Use Policy	August 2010
2	Alcohol, Illegal Drugs and Other Controlled Substances Screening/ List of Safety Sensitive Positions	September 2012/ May 2015
3	Employment Physicals	July 1997
4	Reporting and Compensation During Emergency City Closings	April 2014
5	Secondary Employment	July 1997
6	Use of City Vehicles	April 2008
7	Work Period and Overtime – City Employees (excluding sworn public safety personnel)	August 2004
8	Work Period and Overtime – Public Safety Sworn Personnel	August 2015
9	Expressions of Sympathy	February 2013
10	Standards of Conduct, Corrective Action and Progressive Discipline	August 2011
11	Grievance Procedure	January 2006
12	Freedom of Information Act (FOIA)	September 2015
13	Media Contacts	November 2007
14	Furlough Policy	February 2009
15	Reduction in Force (RIF)/Layoff	May 1994
<b><i>EEO RELATED POLICIES:</i></b>		
20	Equal Employment Opportunity (EEO) Plan	June 2000
21	Americans with Disabilities Act (ADA)	January 2009
22	Employee Selection Review (ESR) Procedure	September 2015
23	Harassment	July 1997
24	Genetic Information Nondiscrimination Act (GINA)	February 2012
<b><i>LEAVE RELATED POLICIES:</i></b>		
30	Annual Leave	May 2014
31	Death in Family	July 1997
32	Educational Leave	July 1997

<b>POLICY #</b>	<b>POLICY SUBJECT</b>	<b>EFFECTIVE DATE</b>
33	Family and Medical Leave	March 2015
34	Holidays and Pay Eligibility	January 2016
35	Jury Duty Leave/Court Subpoena	July 1997
36	Military Leave and Re-Employment Rights	March 2010
37	Sick Leave	January 2003
38	Dress Code Policy	March 2016
39	Identification Badges	February 2002
<b><i>SAFETY RELATED POLICIES:</i></b>		
S1	Auto Safety Procedures	November 1998
S2	Evacuation and Emergency Procedures for City Buildings	July 1997
S3	Use of Electronic Handheld Communication Devices While Operating City Vehicles	September 2010
S4	Safety Shoes Program	September 2015
<b><i>ADMINISTRATIVE PROGRAMS:</i></b>		
P1	Employee Assistance Program (EAP)	October 1999
P2	Employee Incentive Program (EIP)	July 2005
P4	Volunteer Internship Program	February 2000
P5	Service Recognition Program	September 2012
P6	Sick Leave Bank Program	April 2008
P7	Advanced Sick Leave Program	March 2010
P8	Tuition Assistance Program	July 2013
P9	Certificates of Congratulation	September 1998
P10	Employee Recognition Programs	February 2013