

---

**TABLE OF CONTENTS**

<b>TITLE</b>	<b>MANUAL CODE/ NUMBER</b>
<b>PERSONNEL MANAGEMENT - UTILIZATION</b>	<b>AHP 600-1</b>
<b>LABOR UNIONS - COLLECTIVE BARGAINING AGREEMENTS</b>	<b>AHP 600-2</b>
<b>AUTHORIZED ACTIVITIES FOR NON-EXCLUSIVELY REPRESENTED AND EXCLUDED EMPLOYEES</b>	<b>AHP 601</b>
<b>EMPLOYEE RELATIONS - ADMINISTRATIVE LEAVE, NON-EXCLUSIVELY REPRESENTED AND EXCLUDED</b>	<b>AHP 601-3</b>
<b>CONDUCT AND RESPONSIBILITIES OF EMPLOYEES</b>	<b>AHP 602</b>
<b>CONDUCT AND RESPONSIBILITIES OF SUPPLEMENTARY STAFF</b>	<b>AHP 602-1</b>
<b>EMPLOYEE MISCONDUCT</b>	<b>AHP 602-2</b>
<b>CONDUCT AND RESPONSIBILITIES - MANDATED REPORTERS OF ADULT ABUSE/NEGLECT/EXPLOITATION</b>	<b>AHP 602-3</b>
<b>CONDUCT AND RESPONSIBILITIES - MANDATED REPORTERS OF CHILD ABUSE AND NEGLECT</b>	<b>AHP 602-4</b>
<b>CONFLICT OF INTEREST AND DISCLOSURE</b>	<b>AHP 603</b>
<b>EMPLOYEE PERSONNEL RECORDS</b>	<b>AHP 604</b>
<b>PERSONNEL COMPUTER UTILIZATION - AUTHORIZATION AND SECURITY</b>	<b>AHP 605</b>
<b>CLASSIFICATION</b>	<b>AHP 610</b>
<b>POSITION ESTABLISHMENT</b>	<b>AHP 611</b>
<b>POSITION ESTABLISHMENT - PREAPPROVED POSITIONS</b>	<b>AHP 611-1</b>
<b>POSITION ESTABLISHMENT - EFFECTIVE DATES</b>	<b>AHP 611-2</b>
<b>POSITION ESTABLISHMENT - PROCEDURE</b>	<b>AHP 611-3</b>
<b>TECHNICAL COMPLAINTS (APPEALS)</b>	<b>AHP 611-4</b>
<b>CS-138 PROCESS - REQUEST FOR APPROVAL TO CONTRACT FOR PERSONAL SERVICES</b>	<b>AHP 614</b>
<b>POSITION INACTIVATION</b>	<b>AHP 615</b>
<b>APPOINTMENTS TO CLASSIFIED POSITIONS - TRANSFER/REASSIGNMENT</b>	<b>AHP 621-3</b>
<b>APPOINTMENTS TO CLASSIFIED SERVICE - RETURN FROM LEAVE OF ABSENCE</b>	<b>AHP 621-5</b>
<b>APPOINTMENTS TO CLASSIFIED POSITIONS - DEMOTIONS</b>	<b>AHP 621-7</b>
<b>APPOINTMENTS TO CLASSIFIED POSITIONS - EMERGENCY, NON-CAREER, LIMITED TERM</b>	<b>AHP 621-8</b>
<b>APPOINTMENTS TO CLASSIFIED POSITIONS - COUNTY FIA DIRECTORS</b>	<b>AHP 621-9</b>
<b>APPOINTMENTS TO CLASSIFIED POSITIONS - DUAL EMPLOYMENT</b>	<b>AHP 621-10</b>

---

**TABLE OF CONTENTS**

<b>TITLE</b>	<b>MANUAL CODE/ NUMBER</b>
SELECTIVE POSITION REQUIREMENTS	AHP 621-11
ADMINISTRATION OF TESTING IN THE SCREENING/SELECTION PROCESS	AHP 621-12
PAYROLL - GENERAL	AHP 623
PAYROLL INFORMATION - NEW APPOINTEE SALARY	AHP 623-1
PAYROLL CALCULATION - CURRENT EMPLOYEE	AHP 623-2
REGULAR AND SPECIAL SALARY INCREASES	AHP 623-3
PAYROLL - RECOVERY OF OVERCOMPENSATION	AHP 623-4
PAYROLL - IMPREST CASH CHECKS	AHP 623-5
INSURANCE	AHP 623-6
PAYROLL INFORMATION - SAVINGS BONDS	AHP 623-7
PAYROLL INFORMATION - CREDIT UNION	AHP 623-8
EMPLOYEE ORGANIZATIONS DUES DEDUCTIONS	AHP 623-9
PAYROLL WARRANT DISTRIBUTION	AHP 623-10
PAYROLL CHARITABLE DEDUCTIONS	AHP 623-11
PAYROLL INFORMATION - DEFERRED COMPENSATION PROGRAM	AHP 623-12
PAYROLL - TAXES	AHP 623-13
PAYROLL INFORMATION - GARNISHMENT OF WAGES	AHP 623-14
SPEAKER STIPENDS	AHP 623-15
GENERAL - HEALTH EXAMINATION	AHP 629-1
EMPLOYMENT ELIGIBILITY VERIFICATION	AHP 629-2
MOVING EXPENSE	AHP 629-3
GENERAL - TRANSFER TRAVEL EXPENSES	AHP 629-4
IMMEDIATE FAMILY EMPLOYMENT	AHP 629-5
GENERAL - UNCLASSIFIED AND ARMED FORCES SERVICES CREDIT	AHP 629-6
CHILDREN'S PROGRAM CENTRAL REGISTRY SCREENING	AHP 629-7
TRANSCRIPTS AND LICENSES	AHP 629-8
CRIMINAL HISTORY FILES SEARCH BY FINGERPRINT(S)	AHP 629-9
EMPLOYEE/DRIVER ELIGIBILITY	AHP 629-10
DRUG AND ALCOHOL TESTING	AHP 629-11
POSITION RECLASSIFICATION - GENERAL	AHP 631
POSITION RECLASSIFICATION - MANAGEMENT REQUEST	AHP 631-1

---

**TABLE OF CONTENTS**

<b>TITLE</b>	<b>MANUAL CODE/ NUMBER</b>
POSITION RECLASSIFICATION - EMPLOYEE REQUEST	AHP 631-2
MANAGEMENT - ATTENDANCE POLICIES	AHP 632
ATTENDANCE POLICIES - DAILY WORK PERIOD	AHP 632-1
ATTENDANCE POLICIES - HOLIDAYS	AHP 632-2
ATTENDANCE POLICIES - SHIFT DIFFERENTIAL	AHP 632-3
ATTENDANCE POLICIES - OVERTIME WORK SCHEDULE	AHP 632-4
ATTENDANCE POLICIES - ON-CALL/CALLBACK PAY STATUS	AHP 632-5
ATTENDANCE POLICIES EMERGENCY CONDITIONS	AHP 632-6
ATTENDANCE POLICIES - LEAVE ACCRUAL AND USAGE	AHP 632-7
ATTENDANCE POLICIES - LOST TIME	AHP 632-8
ATTENDANCE POLICIES - ABSENTEEISM AND PUNCTUALITY	AHP 632-9
ATTENDANCE POLICIES - ADMINISTRATIVE LEAVE	AHP 632-10
MONITORING	AHP 632-12
TIMEKEEPING - BIWEEKLY TIME AND ATTENDANCE SUMMARY	AHP 633
TIMEKEEPING - EMPLOYEE INFORMATION AREA	AHP 633-1
TIMEKEEPING BIWEEKLY TOTALS AREA	AHP 633-3
TIMEKEEPING OVERFLOW PAGE	AHP 633-4
TIMEKEEPING CORRECTIONS	AHP 633-5
TIMEKEEPING FORMS RETENTION	AHP 633-6
TIMEKEEPING REVIEW AND MAILING	AHP 633-7
TIMEKEEPING SPLIT PAYROLL	AHP 633-8
MANAGEMENT - SERVICE RATING	AHP 635
SERVICE RATING - PROBATIONARY	AHP 635-1
SERVICE RATING - INTERIM	AHP 635-2
SERVICE RATING - ANNUAL	AHP 635-3
LOCAL OFFICE MANAGER PERFORMANCE REPORTS	AHP 635-4
DISCIPLINARY CONFERENCE	AHP 636-1
TRAUMATIC INCIDENT STRESS MANAGEMENT (TISM) PROGRAM	AHP 637-1
MANAGEMENT - GENERAL	AHP 639
GENERAL - EMPLOYEE SERVICE RECOGNITION AWARD PROGRAM	AHP 639-1
GENERAL - SUPPLEMENTAL EMPLOYMENT	AHP 639-2

---

**TABLE OF CONTENTS**

<b>TITLE</b>	<b>MANUAL CODE/ NUMBER</b>
<b>GENERAL - COURT APPEARANCES</b>	<b>AHP 639-3</b>
<b>GENERAL - NAME AND ADDRESS CHANGES</b>	<b>AHP 639-4</b>
<b>PREVENTION OF WORKPLACE VIOLENCE</b>	<b>AHP 639-5</b>
<b>GENERAL - ACCIDENT REPORTING AND COMPENSATION FOR ACCIDENTAL INJURY</b>	<b>AHP 639-6</b>
<b>NON-EXCLUSIVELY REPRESENTED EMPLOYEE (NERE) EMPLOYMENT PREFERENCE PLAN</b>	<b>AHP 639-7</b>
<b>EMPLOYEE POLITICAL ACTIVITIES</b>	<b>AHP 639-8</b>
<b>WORKING OUT OF CLASS PAY ADJUSTMENTS/TEMPORARY ASSIGNMENTS</b>	<b>AHP 639-9</b>
<b>TRAVEL ALLOWANCES MANDATORY SECOND OPINIONS</b>	<b>AHP 639-10</b>
<b>GENERAL-CONVENTIONS CONFERENCES AND MEETINGS</b>	<b>AHP 639-11</b>
<b>USE OF CHEMICAL AGENTS AND SELF DEFENSE TACTICS</b>	<b>AHP 639-13</b>
<b>PERSONNEL - SEPARATIONS</b>	<b>AHP 640</b>
<b>SEPARATIONS - GENERAL</b>	<b>AHP 640-1</b>
<b>SEPARATIONS - VOLUNTARY</b>	<b>AHP 641</b>
<b>VOLUNTARY - RESIGNATION</b>	<b>AHP 641-1</b>
<b>SEPARATION - INVOLUNTARY</b>	<b>AHP 642</b>
<b>DEATH - DEPENDENT</b>	<b>AHP 642-1</b>
<b>DEATH - EMPLOYEE</b>	<b>AHP 642-2</b>
<b>SEPARATION - DISMISSAL</b>	<b>AHP 642-3</b>
<b>LEAVES OF ABSENCE GENERAL</b>	<b>AHP 643</b>
<b>FMLA RELATED LEAVES OF ABSENCE</b>	<b>AHP 643-1</b>
<b>NON-FMLA RELATED LEAVES OF ABSENCE</b>	<b>AHP 643-2</b>
<b>ALLEGATIONS OF EMPLOYMENT DISCRIMINATION</b>	<b>AHP 659</b>
<b>GUIDELINES FOR SERVICES WORKER PERFORMANCE EVALUATION GENERAL INSTRUCTIONS</b>	<b>AHP 681</b>
<b>GUIDELINES FOR SERVICES WORKER PERFORMANCE EVALUATION LEVELS OF COMPETENCE</b>	<b>AHP 681-1</b>
<b>GUIDELINES FOR SERVICES WORKER PERFORMANCE EVALUATION JOB PERFORMANCE FACTORS</b>	<b>AHP 681-2</b>
<b>PERFORMANCE MANAGEMENT AND DEVELOPMENT PROGRAM (PMDP)</b>	<b>AHP 682</b>
<b>GUIDELINES FOR SERVICES SUPERVISOR PERFORMANCE EVALUATION GENERAL INSTRUCTIONS</b>	<b>AHP 683</b>

---

**TABLE OF CONTENTS**

<b>TITLE</b>	<b>MANUAL CODE/ NUMBER</b>
<b>GUIDELINES FOR SERVICES SUPERVISOR PERFORMANCE EVALUATION LEVELS OF COMPETENCE</b>	<b>AHP 683-1</b>
<b>GUIDELINES FOR SERVICES SUPERVISOR PERFORMANCE EVALUATION JOB PERFORMANCE FACTORS</b>	<b>AHP 683-2</b>
<b>EXPECTATIONS FOR ASSISTANCE PAYMENT WORKERS 06 &amp; 07</b>	<b>AHP 690</b>
<b>EXPECTATIONS FOR ASSISTANCE PAYMENTS WORKER 06 &amp; 07</b>	<b>AHP 690-1</b>
<b>EXPECTATIONS FOR ASSISTANCE PAYMENT WORKERS 06 &amp; 07</b>	<b>AHP 690-2</b>
<b>EXPECTATIONS FOR ASSISTANCE PAYMENT WORKERS 06 &amp; 07</b>	<b>AHP 690-3</b>
<b>GUIDELINES FOR PERFORMANCE EVALUATION - AP WORKER 06, 07, 08 GENERAL INFORMATION</b>	<b>AHP 692-0</b>
<b>GUIDELINES FOR PERFORMANCE EVALUATION - AP WORKERS 06, 07, 08 LEVELS OF COMPETENCE</b>	<b>AHP 692-1</b>
<b>GUIDELINES FOR PERFORMANCE EVALUATION - AP WORKER 06, 07, 08 JOB PERFORMANCE FACTORS</b>	<b>AHP 692-2</b>
<b>GUIDELINES FOR PERFORMANCE EVALUATION AP WORKER 06, 07, 08</b>	<b>AHP 692-3</b>
<b>GUIDELINES FOR PERFORMANCE EVALUATION - AP WORKER FOOD STAMP CASE REVIEW REQUIREMENTS</b>	<b>AHP 692-4</b>
<b>EXPECTATIONS FOR ASSISTANCE PAYMENTS SUPERVISORS</b>	<b>AHP 693</b>
<b>EXPECTATIONS FOR ASSISTANCE PAYMENTS SUPERVISORS</b>	<b>AHP 693-1</b>
<b>GUIDELINES FOR A.P. SUPERVISOR PERFORMANCE EVALUATION GENERAL INFORMATION</b>	<b>AHP 694</b>
<b>GUIDELINES FOR A.P. SUPERVISOR PERFORMANCE EVALUATION LEVELS OF COMPETENCE</b>	<b>AHP 694-1</b>
<b>GUIDELINES FOR A.P. SUPERVISOR PERFORMANCE EVALUATION JOB PERFORMANCE FACTORS</b>	<b>AHP 694-2</b>
<b>AGENCY VISION FOR PROFESSIONAL DEVELOPMENT</b>	<b>AHP 700</b>
<b>PROFESSIONAL DEVELOPMENT ORGANIZATIONAL STRUCTURE</b>	<b>AHP 701</b>
<b>OFFICE OF PROFESSIONAL DEVELOPMENT SERVICES</b>	<b>AHP 702</b>
<b>PROFESSIONAL DEVELOPMENT OPPORTUNITIES</b>	<b>AHP 703</b>
<b>MANAGER AND SUPERVISOR RESPONSIBILITIES FOR DEVELOPING STAFF</b>	<b>AHP 704</b>
<b>TRAINING DEVELOPMENT</b>	<b>AHP 705</b>
<b>TRAINEE GUIDELINES</b>	<b>AHP 716</b>
<b>USE OF OPD TRAINING CENTERS</b>	<b>AHP 723</b>
<b>DISTANCE LEARNING NETWORK</b>	<b>AHP 724</b>