

3.6 PERSONNEL POLICY SUMMARY, RFP SECTION 1.9

Enclose with this form, a copy of your proposed comprehensive written personnel policy which should include, at a minimum, a detailed description of your policies in the following areas.

DOES YOUR WRITTEN PERSONNEL POLICY INCLUDE PROVISIONS FOR:

	No	Yes	Page(s)
Hiring employees with deputy registrar agency experience?	_____	_____	_____
Equal Opportunity Employment?	_____	_____	_____
Employee training by the deputy registrar?	_____	_____	_____
Participation in B.M.V. provided training?	_____	_____	_____
Evaluation of employee performance?	_____	_____	_____
A list of grounds for discipline or dismissal?	_____	_____	_____
Progressive disciplinary steps?	_____	_____	_____
Dress code with list of acceptable attire?	_____	_____	_____
Dress code with list of unacceptable attire?	_____	_____	_____
Fringe benefits (beyond those required by law or contract)?	_____	_____	_____
Is the written personnel policy comprehensive (i.e. is it complete, not just a summary)?	_____	_____	_____