



Personnel Policy Consistency Checklist (To be completed by agency legal counsel)

In recent years, challenges to personnel actions (dismissals or demotions with reduction in pay) have encountered inconsistencies in agency policies and ordinances that have hindered the defense of claims. The answers you provide as agency legal counsel will have no effect on whether your client qualifies for the Risk Management Discount. We merely seek accurate answers so we can evaluate risks and shape training needs. Please enter your initials in the appropriate space for each question and complete the information at the bottom of this page.

1. What is the **primary** status of your agency employees in the current personnel policy manual?
(At-will _____) (For-cause _____) **(Please initial one)**

2. Are there clearly identified dismissal or demotion procedures (or exceptions) in your personnel policy for employees within the following identified exceptions?

Employees subject to collective bargaining agreements? (Yes ___) (No ___) (N/A-no CBA ___)

Employees with individual employment contracts? (Yes___) (No ___) (N/A-no individual k's ___)

Employees classified as "for cause" by state law (e.g., certain returning veterans, some library employees) (Yes_____) (No _____)

3. If your agency is a city, are dismissal procedures for appointed officers treated separately in your personnel policy? (Yes_____) (No _____) (N/A – not a city _____) **(Please initial one)**

4. If your agency is a county, are removal procedures for senior deputies to elected officials treated separately in your personnel policy? (Yes_____) (No ___) (N/A – not a county _____) **(Please initial one)**

6. If your agency is a county or a city do you have an ordinance or ordinances, independent of your current personnel policy, that establish employee status (for-cause or at-will)? (Yes_____) (No _____)
If yes, is the current personnel policy consistent with the ordinance(s)? (Yes_____) (No _____)
(Information from your county or city clerk may be needed to verify this answer)

7. If your agency personnel policy establishes at-will status for employees, does it provide an appeal procedure **(Please initial one)**:

A) _____ without limitation as to cause?

B) _____ only for appeals alleging unlawful discrimination or seeking an opportunity to clear an employee's good name?

C) _____ no appeals allowed or not at-will.

Agency name (printed): _____ Date: _____

Name (printed): _____ Signature: _____

Once you've completed this form, please email it to RMDP@ICRMP.org