

### 3.6 PERSONNEL POLICY SUMMARY

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 or Section Numbers
Hiring employees with deputy registrar agency experience?	_____	_____	_____
Equal Employment Opportunity?	_____	_____	_____
Employee training by the deputy registrar?	_____	_____	_____
Participation in BMV provided training?	_____	_____	_____
Periodic (annual at minimum) evaluations (documented) 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?	_____	_____	_____
Policy for maintaining the professional appearance of all staff at all times?	_____	_____	_____
Fringe benefits (beyond those required by law or contract)?	_____	_____	_____
Is the written personnel policy comprehensive (i.e. is it complete, not just a summary)?	_____	_____	_____