



*President's Briefing—Item C
Policy*

Policy Summary

Following a legal review of our existing personnel policies and the Employee Handbook, the following amendments are recommended:

- Modify the name of the organization at every reference to Workforce Solutions Greater Dallas
- Incorporate a new hire signature – all new employees have read, understand and agree to all policies included in the handbook
- Emphasize language on information technology and technology security
- Annual reconsideration of employee, spouse and dependent insurance coverage and costs associated
- Clarify language regarding Jury Duty and Personal Leave
- Revise the employee Background Record Check process and Check List for same
- Revise Drug-Free Workplace and Drug Screening Release Form
- Specify actions to be taken for all new hires
- Clarify in writing, the current understanding regarding the appropriate purpose and utility of the Workforce Solutions Greater Dallas logo shirts: Uniforms – From time to time, the Board may elect to purchase uniforms for the board, staff, contractors and/or customers of the system. Uniforms may include, but not limited to, logo shirts, t-shirts, polo shirts, ties or other appropriate designated attire. Uniforms are required for public identification in large gatherings including job fairs, community festivals, emergency services, and other designated events. In addition, uniforms may be worn, at the discretion of each individual employer within the workforce system, in coordination with office events such as days approved for relaxed business attire (e.g. Fridays, skeleton workdays, staff training events, endorsed conferences, etc.). It be clearly stipulated and understood that uniforms are not personal attire and are worn only for these expressed purposes.