

**FEBRUARY 2020 PERSONNEL MANUAL UPDATE
SUMMARY OF REVISIONS**

EXECUTIVE DIRECTIVES:

PD-32, “Whistleblower Act” (rev. 6)

- Updated the Authority section.
- Revised the Employment at Will Clause and Policy Statement consistent with other policies.
- Grammatical and formatting updates were made.

PD-49, “Leaves Other than Medical and Parental” (rev. 13)

- Procedures, Part B, Section II.E.1: Revised the language regarding the approval process for administrative leave for adverse weather to include a 15 calendar day timeframe for the division director to forward a decision memorandum (DM) and the PERS 24 and supporting documentation to the human resources director for review and approval, as well as a 15 calendar day timeframe for the human resources director to forward the DM and supporting documentation to the deputy executive director and executive director for approval.
- Procedures, Part B, Section VI.A.2: HB 41 of the 86th Legislature extends administrative leave provisions to now include search and rescue volunteers; allowing up to five workdays per fiscal year to attend search and rescue training and grants administrative leave to respond to emergency search and rescue situations.
- Attachment A, PERS 24: Updated Section II, Leave With Pay, by adding a new category of administrative leave for Search and Rescue Volunteer Training.
- Attachment B, PERS 571: Revised to clearly advise and instruct that Lump Sum Payments are subject to Social Security and Medicare taxes even with deferment and will be withheld to cover these taxes. Instructions were added to page 2 to clearly instruct on the completion of the form.
- Grammatical and formatting updates were made.

PD-92, “Direct Deposit and Paycard Programs” (rev. 5)

- Updated the Authority section.
- Revised the Employment at Will Clause and Policy Statement consistent with other policies.
- Definitions: Revised “Direct Deposit” to be consistent with other definitions.
- Procedures, Part A, Section I and II: Revised to more concise language.
- Procedures, Part A, Section III: Revised from plural to singular references.
- Procedures, Part A, Section IV.A: Revised to more concise language.
- Procedures, Part A, Section IV.C and Part B, Section III.C: The monthly reports listing cancellations for direct deposit authorizations and paycard deposit authorizations are no longer available on INFOPAC. All references of INFOPAC have been replaced with OnBase.
- Grammatical and formatting updates were made.