

### 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)? | _____ | _____ | _____   |