## 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 Opportunity Employment?** | ☐ | ☐ | _____ |
| **Employee training by the deputy registrar?** | ☐ | ☐ | _____ |
| **Participation in BMV 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)?** | ☐ | ☐ | _____ |