

WYOMING DEPARTMENT OF AGRICULTURE
INTERNAL POLICIES

PERSONNEL GENERAL POLICIES	March 2011
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All Personnel matters will be handled in accordance with State of Wyoming Personnel Rules and Regulations.

Section 1. Upon hiring, employees are asked to sign statements that they have reviewed the following state-wide policies found on this website:

<http://personnel.state.wy.us/06Rules/Rules.htm>

- [State of Wyoming Personnel Rules](#)
- [Anti-Discrimination Policy](#)
- [E-Mail and Computer Equipment/Website Policies](#)
- [Ethics Policy](#)
- [Substance Abuse Policy](#)
- [Workforce Violence Policy](#)

These policies reinforce the fact that it is essential our employees treat each other and our customers with courtesy, respect, and professionalism and that they work cooperatively and constructively in resolving issues or problems.

Section 2. These additional policies are also reviewed with new hires:

[Internal Policies](#) and [Safety Manual](#) (<http://wyagric.state.wy.us/policy>)

(Individual divisions have additional safety training and sign-offs)

[Travel Policies](#) and [Vehicle Use Policies](#) (hard copy to employees and in [Internal Policies](#))

(Employees also view defensive driving videos and review these videos every three years.)

[Conflict of Interest](#) (Any person involved with activities that may be in conflict with duties as a WDA employee must apply for a leave of absence or risk the threat of discipline according to the State of Wyoming Personnel Rules. Employees should ask for clarification from their supervisor or from the Director when they are unsure if something would be considered a conflict with their employment or a violation of the Code of Ethics.)

Individual divisions have additional sign-offs on division policies and procedures. All of these policies should be reviewed at annual performance appraisal to assure that employees are current on the meaning and purpose of these policies.

Section 3. [Supervision](#). According to State of Wyoming Personnel Rules (Chapter 6, Section 14), “an agency head may approve the hiring of a person who is the spouse, parent, stepparent, parent-in-law, child, stepchild, child-in-law, sibling, half-sibling, step-sibling, sibling-in-law of any current employee in that agency.”

However, a direct supervisor cannot be a member of the immediate family (as defined in Chapter 6, Section 14) he or she supervises.

Section 4. Discipline. The Division Manager, Supervisor, and Administrative Services Manager must be informed of all disciplinary problems, serious complaints, allegations, violations or situations. The Administrative Services Manager will work with the various personnel to solve the problem internally, if possible. Failing that, the Director, A&I Personnel Section, and the Attorney General's Office (through the Director's Office) will be consulted for advice.

Section 5. Additional definition of Ethics Policy: Department employees are expected to “conduct themselves in a manner that will not bring discredit or embarrassment to the State,” to quote the Ethics Policy referenced above. When employees are traveling or at a seminar or workshop and are receiving per diem, their actions are still within “scope of employment,” and employees will be held to that standard. For instance, if a Department employee is at State Fair either during regular business hours or off duty, that employee will need to conduct himself/herself in a professional manner. Off duty and on per diem that employee is still held to the state’s Ethics Policy.

Section 6. Americans with Disabilities Act (ADA) The State of Wyoming and the Department of Agriculture actively supports the ADA and will reasonably accommodate qualified applicants and employees with disabilities. Resources include this website’s information:
http://www.wyomingworkforce.org/how/vr_wyrdstele_ug-vco.aspx

Department guidelines in complying with this Act are as follows:

1. Any publications or media releases from Agriculture must include offering information in alternative formats if requested.
2. Meetings should be planned in buildings (public or private) which are accessible.
3. All new or modified contracts should contain language requiring ADA compliance as a condition of the agreement with the vendor.
4. Candidates for Departmental openings should be apprised of any physical requirements to accomplish tasks, and one way to provide an overview of tasks is the Technical Services PowerPoint found on their website.

Section 7. Dress Code. All employees are expected to dress professionally and appropriately for the position they hold or the particular task they are doing. As employees of the WDA, we all need to reflect a professional appearance in any of our work environments to earn the respect of being a knowledgeable professional. Overall, professional grooming and appearance is an expectation of our positions at any hour of the day of which you are representing the public image of the Department of Agriculture which includes any time you are driving a state vehicle.

1. Field staff need to wear clothing appropriate to their tasks. If in doubt, please ask your supervisor for guidance. In any event, clothing should not be excessively worn-looking or stained. Caps need to display an appropriate logo: the WDA or State Fair or university logo is acceptable. T-shirts should not be worn in any venue.

2. Field staff visiting the Cheyenne office for any extended period of time (two hours or more) need to dress “business casual.”
3. Business casual is the minimum level of dress for all positions and locations and offices (Cheyenne, Douglas, and Laramie) except on “casual Fridays.” For example: ties, while not required every day, should be worn when representing the WDA at an event or meeting when ties are expected to be worn.
4. On Fridays it is acceptable for most non-management staff to wear clean jeans with no tears or holes and not low-riding jeans. An exception to this is for staff who visit the Capitol: jeans are not acceptable in the Capitol at any time. Staff will not wear jeans in the Cheyenne office during legislative sessions.
5. For all staff attending legislative events anywhere in the state or at other important government meetings or in the State Capitol complex, dress is business casual at the very minimum. Business attire and ties for men are the more acceptable for these occasions.
6. For managers and supervisors, it is important to maintain the WDA’s public image and set an example for other employees. Business casual is the minimum dress code during working hours in the Cheyenne office. Event-appropriate attire worn for duties outside the Cheyenne office is acceptable. Event-appropriate attire is also permitted if you are in transition from office to field work or travel. For instance, if you need to visit the office briefly before spending the rest of the day driving or in the field, you may come to the office in appropriate attire for those tasks.
7. No dress code can cover all contingencies so employees need to use good judgment in their choice of clothing and appearance while on work detail. If you experience uncertainty about acceptable, professional attire for work, please ask your supervisor, manager, or the Administrative Manager.
8. Supervisors will review this dress code with interns.
9. The Director may enact exemptions to the dress code for special events.
10. Here is a set of guidelines to help define “business casual” and general appearance:

General:

Attire with holes, stains, excessive damage or wear will not be tolerated. In addition to being in good repair, clothing cannot be “revealing” as in short skirts, short shorts, low-cut shirts, tank tops, cropped shirts, etc. All employees will refrain from wearing any jogging outfits, athletic wear, sweatshirts, or work-type t-shirts. Shirttails are expected to be tucked in. Although casual Fridays may be allowed, clothing potentially offensive to others is never appropriate.

Slacks, Pants, and Suit Pants:

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, dress Capri’s, and professional looking dress synthetic pants are acceptable. Inappropriate slacks or pants include jeans (except on “casual Fridays”) sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking.

Skirts, Dresses, and Skirted Suits:

Casual dresses and skirts are acceptable. Dresses and skirts should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the

thigh are inappropriate. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

Shirts, Tops, Blouses, Caps, Jackets:

Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office. Caps or hats worn for inspection duties need to display an appropriate logo: the WDA or State Fair or university logo is acceptable. Caps or hats are not appropriate casual business attire for wear inside an office building or at meetings. Inappropriate attire for work includes tank tops; midriff tops; t-shirts; shirts or caps with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

Shoes and Footwear:

Conservative walking shoes, loafers, sneakers, boots, flats, dress heels, dress sandals, and leather deck-type shoes are acceptable for work. Flashy athletic shoes, thongs, flip-flops, or slippers are not acceptable.

11. Specific concerns or issues with any of the above should be brought to your supervisor.
12. When an employee is found to be outside these acceptable standards, the employee will be sent home to change and return to the office, using annual leave or leave without pay for time away from the office.

Section 8. Employee of the Month. There will be an employee selected each month for special recognition. The WDA Communications Committee is in charge of selection.

1. A reminder notice of the selection process will be placed in the Tuesday Tidbits every week.
2. Nominations are due by the 15th of each month. Any employee may nominate any other employee for a specific accomplishment, for long-term excellence, or for an outstanding nonprofessional accomplishment.
3. The Communications Committee will meet between the 16th and 20th of each month to determine selection, which must be approved by the appropriate division manager or supervisor.
4. The Director will notify the candidate and do the presentation of a letter and certificate of recognition. Cheyenne employees also are awarded the WDA Employee of the Month parking slot. Those employees living outside Cheyenne are entitled to the WDA Employee of the Month parking slot whenever they are in Cheyenne, with advanced coordination. Employees may also be recognized with an administrative day of leave if full-time or prorated hours of leave if part-time.

Section 9. Performance Appraisals. All State employee performance appraisals will be handled in accordance with Wyoming Personnel Rules and Regulations and tied to the Department's strategic goals as well as the respective division's strategic goals. Specifics include the following:

1. Appraisals and planning documents must be completed and forwarded to Administration by stipulated mid-term and annual appraisal dates found on the forms.
2. Copies of annual appraisals are sent to A&I for their files.

3. Supervisors must complete planning with probationary employees within the first 30 days of employment. These employees will also be appraised in their fifth month and before the end of the 11th month of their hire with the forms forwarded to Administration by those dates.
4. Copies of 5th month and 11th month probationary appraisals are sent to A&I for their files.
5. Supervisors must complete appraisals of permanent employees annually within ninety (90) days before their appraisal date with performance planning done before the due date of the appraisal. Supervisors must complete mid-term appraisals before 6 months has elapsed.
6. All final appraisals include a review of State as well as Department and division policies. Employees are also encouraged to prepare a five-year development plan for their positions, and this document should be reviewed annually. The five-year development plan includes a master list of policies for supervisors to use at each annual appraisal.
7. Employees are encouraged to self-appraise and give feedback in the process.
8. All supervisors must attend performance appraisal training and refresher training every five years.
9. State Compensation Policy requires that supervisors have all annual appraisals completed by their due date.

Section 10. Moving expenses and relocation of employees. It is the prerogative of the Director to assign or reassign the location of an employee for the mutual benefit of the State of Wyoming and the department.

1. Moving expenses for current employees: Per State of Wyoming Personnel Rules, Chapter IX, Section 7, (j):
"When an employee is permanently reassigned from one geographical area to another at the request of and for the benefit of the State, the employing agency shall pay the actual expenses of transporting the household goods and effects of such employees (Reference W.S. 9-3-104)."
Promotions, demotions, or lateral transfers, those moves are considered to be "at the request of and for the benefit of the state" and the WDA will pay the actual expenses of transporting the household goods and effects of the employee. At least three estimates will be submitted to the Director's office to be reviewed prior to the actual move.
2. Moving expenses for new hires (external candidates or current employees offered a different position through a competitive search requiring relocation) are not considered to be "at the request of and for the benefit of the state" and therefore moving expenses will not be paid.
3. Moving expenses paid directly to the employee are paid via travel voucher and must be submitted to Payroll. Moving expenses paid to a third party (i.e., moving company) are paid via WOLFS-102 or WOLFS-103 voucher and submitted to SAO. Moving expenses over \$2,500 must be approved by Purchasing and PC/SC number referenced on payment voucher. Also, WY Statute 9-3-104 specifically limits moving reimbursements to the cost of transporting household goods. We cannot give a "lump sum" for moving expenses.

Section 11. Resignation. Employees are asked to give written notice of resignation to their supervisor at least fourteen (14) days prior to the date of termination and should include the date and reason for resignation. All state property must be returned to the supervisor before the final paycheck is issued. In the case of resignation, retirement, or leave without pay, an employee must work the workday before and the workday after any holiday in order to be paid for that holiday. The departing employee will hold an exit interview and inventory check-off with the respective manager or supervisor.

Section 12. Application Process for Openings at the WDA. All openings (full-time, part-time, seasonal, etc.) will be posted on A&I's recruitment website and their on-line recruitment and application process will be followed.

Section 13. Internal candidates

1. Whenever there is a vacancy within the Department and a WDA employee applies and qualifies, that employee will be given an opportunity for an interview.
2. After the interview, it is the responsibility of the Selection Committee's manager to notify the employee personally as to whether or not that employee was selected for the position.
3. An internal candidate will be on per diem and salary and drive his or her assigned vehicle to and from the interview site. We will not reimburse for personal mileage. The interview itself and time spent on application or interview preparation is personal time or annual leave time.
4. See Section 10 for information about relocation expenses.

Section 14. Background Checks. Through the auspices of the Office of Homeland Security, the Department will conduct background checks on finalists for jobs openings in the Department.

1. Each job finalist will be asked sign a consent form, acknowledging that an investigation will be conducted into his/her work history, criminal history, and other general qualifications for the job.
2. The hiring manager will review the completed background check, in consultation with the Administrative Services Manager, and decide whether a final job offer will or will not be made to the candidate.

Section 15. Digital Media Devices.

a. For the purpose of this policy Digital Media Devices (DMD) are defined as any portable item that can be used to store and retrieve information in the form of music or video. These portable devices include but are not limited to iPods, MP3 players, Bluetooth devices, smart phones, Blackberries, etc. This policy does not affect the use of data storage devices such as State computers, CD or floppy disks, thumb drives, flash drives, external hard drives or other similar devices that are used for the primary purpose of storing and transporting information relating to the work of the Wyoming Department of Agriculture and the State of Wyoming.

b. Employees must be granted permission from their Supervisor or Division Manager to use a DMD. A DMD may only be used to listen to music; the viewing of videos using a DMD is strictly prohibited unless an employee is given manager approval. Once permission is granted the following rules apply to the use of the DMD.

1. The DMD must not be used while an employee is performing an inspection, attending a meeting or is working directly with internal or external customers.
2. The DMD may only be used at an employee's designated work area and the volume kept at a respectful limit to avoid disturbing co-workers.
3. The DMD may only be used with head phones or ear buds. DMD users must be respectful of those nearby and keep the volume low enough to not cause distraction for others. Furthermore, when approached by staff or client, the employee will remove both ear buds.
4. Employees may not use State computers or equipment to download or transmit any information to a DMD without manager approval.
5. Head phones and ear buds designed for use with a DMD shall not be used as hearing protection.
6. Improper use of a DMD may result in a temporary or permanent ban at the discretion of the employee's manager.
7. The CD drives in computers/laptops are not designed to run 8 or more hours a day without damaging the state equipment. However, if employees must use their desktop to play CDs for short periods of time, the same audio concerns arise as to safety and common courtesy towards other employees. Again, the volume needs to be limited to avoid distracting co-workers and should be turned down or the device turned off when approached by staff or client. Improper use of this form of audio entertainment may also result in a temporary or permanent ban at the discretion of the employee's manager.
8. Streaming audio on desktop is not allowed because of bandwidth considerations, except for listening to the Legislature.