

SCDD POLICY LIST

SUBJECT AREA	EXISTING	UPDATE	NEEDED
EMPLOYEES/MEMBERS			
Discrimination	X		
EEO, LEAP	X		
DAC – Disability Advisory Council	X		
Bilingual Act (Dymally)	X		
Zero Tolerance (drug)	X		
Sexual Harassment	X		
Workplace violence	X		
Internet, Email	X		
Info Security & Privacy HIPPA	X		
HIPPA Release Mitigation	X		
Document Retention		X	
Reasonable Accommodation	X		
Work Hours, attendance, telecommute/RDO	X		
Incompatible Activities	X		
COI Code/Form 700 (Non-Lanterman State rules) & Procedure (include with personnel checklist)	X		
COI/Waiver (Federal, Lanterman State rules)	X		
Breastfeeding	X		
Emergency/Evacuation Procedures (inc for persons with disabilities)	X		

SUBJECT AREA	EXISTING	UPDATE	NEEDED
EMPLOYEES/MEMBERS cont			
Facilitation	X		
Expense, reimbursement	X		
Communications, Internal & External (Media/Press Protocol, Legislature, GO, Executive Staff, AIDD)	X		
Board member Orientation	X		
Chain of Command	X		
Employees as members of boards of other organizations	X		
Reimbursement of daycare			
ADMINISTRATIVE			
Contract/Procurement (manual, approval process)	X		
Grant Awarding	X		
Providing employee references & employment verification	X		
Fiscal Processing & Rules (DSS)	X		
Public Records Act Request		X	
Appointments Process (including transmission of info to/from GO)	X		
ADDITIONAL			
Representation at Events			
Sponsorship Policy			-
RC COI Waivers			
Representing the Council in an official capacity		X	

SUBJECT AREA	EXISTING	UPDATE	NEEDED
ADDITIONAL cont			
Workers Compensation	X		
Drivers policy	X		
Whistleblower – Gov. Code sec. 8548.3 (State Auditor)	X		
Supporting/opposing ballot measures	X		
Supporting/opposing legislation	X		
Duty of Confidentiality statement – expectations for confidential employees	X		
Nepotism	Xspon		