

Personnel Operations Manual Foreword

Purpose The purpose of this manual is to provide managers, supervisors and personnel liaisons of the Department of General Services (DGS) and its client agencies with easy access to pertinent policies, processes, procedures and resources relating to a variety of personnel management issues.

Why? This manual was prepared to provide DGS personnel and client agencies with the information needed to make informed and defensible decisions and produce quality work products in accordance with personnel-related laws, rules, policies, processes, and procedures. Good decisions and high quality can only be achieved when appropriate policies and standards are applied and established procedures are followed.

Ethics All personnel should conduct him/herself in an ethical manner, regardless of his/her field of expertise. Ethics is especially important in human resources-related matters. When making personnel management decisions, ask yourself:

- Is it legal?
 - Is it balanced?
 - Is it accurate?
 - Is it ethical in terms of desired outcome?
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Initial manual release The initial release of this manual contains some of the topics listed in the table of contents. The topics will appear in different formats. Eventually, all topics will appear in Information Mapping format. Users may print out the manual if they wish to maintain a hard copy; however, the manual is very large with and contains a large number of attachments.

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Personnel Operations Manual Foreword, Continued

Revisions

Revisions to the manual will be issued on a quarterly basis. Revisions will be distributed via email. Revisions may include:

- New topics
 - Revised topics
 - Topics converted to Information Mapping
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