**CROSSWALK OF NEW RULE NUMBERS TO OLD RULES**

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| **Administrative Rule (New)** | **Chapter (New)** | **Old rule number** |
| **3.01**  | **Administration** |  |
|  | City Auditor’s Duties and Authority for Human Resources  | AUHR 1.01 |
|  | Posting Requirements | AUHR 1.05 |
|  | Personnel Records | AUHR 1.04 |
|  | Employee Medical Files | AUHR 1.06 |
|  | Time Review and Approval | AUHR 1.07 |
|  | Employee Representation | AUHR 3.13 |
|  | Organization and Position Management | AUHR 7.10 |
| **3.02**  | **Equal Employment** |  |
|  | Equal Employment Opportunity (EEO)/Affirmative Action | AUHR 2.0 |
|  | Prohibition Against Workplace Harassment, Discrimination, and Retaliation (Rule 2.02) | ARA 2.02 |
|  | Gender Identity Non-Discrimination | AUHR 2.04 |
|  | Reasonable Employment Accommodation | ARA 2.06 |
|  | Bloodborne Pathogen Exposure | AUHR 2.03 |
| **ARA 3.03** | **Recruitment and Hiring** |  |
|  | Types of Appointments | AUHR 3.03 |
|  | Recruitment Processes | AUHR 3.01 |
|  | Background Checks and Employment Verification | AUHRs 3.12 and 3.16 |
|  | Employment of Minors | AUHR 3.05  |
|  | Employment of Retirees | AUHR 3.06 |
|  | College Work Study Program | AUHR 3.14 |
| **ARA 3.04** | **Employee Behavior and Expectations** |  |
|  | Drug and Alcohol Use Prohibited | AUHR 4.01 |
|  | Smoking and Tobacco | AUHR 4.02 |
|  | Dress, Appearance, and Fragrance in the Workplace | AUHR 4.03 |
|  | Workplace Violence Prohibited | AUHR 4.12 |
|  | Public Records Information, Access, and Retention | AUHR 1.03 |
|  | Information Technologies | AUHR 4.08 |
|  | Social Media | AUHR 4.08(A) |
|  | Teleworking | ARA 4.04 |
|  | Inclement Weather | ARA 3.04.11 |
|  | Travel | ARA 3.04.10 |
|  | Vehicle Use | AUHR 4.13 |
|  | Child Abuse Reporting | New |
| **ARA 3.05** | **Discipline** | AUHR 5.01 |
| **ARA 3.06** | **Leaves** |  |
|  | General and Administrative Leaves of Absence | ARA 6.01 |
|  | Holidays | AUHR 6.02 |
|  | Vacation | AUHR 6.03 |
|  | Sick Leave and Protected Sick Time | AUHR 6.04 |
|  | Family Medical Leave | AUHR 6.05 |
|  | Catastrophic Leave | AUHR 6.06 |
|  | Military Leave | AUHR 6.07 |
|  | Military Leave – Vacation Donation Program | AUHR 6.07(A) |
|  | Funeral and Bereavement Leave | AUHR 6.08 |
|  | Jury Duty | AUHR 6.09 |
|  | Leave to Attend Court or Other Legal Proceedings | AUHR 6.10 |
|  | Leave to Address Domestic Violence, Sexual Assault, or Stalking | AUHR 6.10(A) |
|  | Other Leave | AUHRs 6.11, 6.12, and 6.14 |
|  | Supplemental Workers’ Compensation Benefits | AUHR 6.13 |
| **ARA 3.07** | **Employee Movement** |  |
|  | Transfers | AUHR 7.01 |
|  | Promotion and Demotion | AUHR 7.02 |
|  | Separation from Service | ARA 7.05 |
|  | Layoff and Recall | ARA 7.06 |
|  | Medical Layoff | AUHR 7.09 |
|  | Reinstatement | AUHR 7.07 |
|  | Injured Employee Return to Work | AUHR 7.08 |
|  | Unemployment Claims | AUHR 7.11 |
| **ARA 3.08** | **Classification and Compensation** |  |
|  | Hours of Work and Schedules | ARA 8.01 |
|  | Hours of Work and Overtime Compensation: Non-Exempt Employees | New |
|  | Hours of Work, Overtime Compensation, and Management Leave: Exempt Employees | AUHR 8.02 |
|  | Compensation | AUHR 8.04 |
|  | Classification  | AUHR 8.05 |
|  | Working Out of Classification | AUHR 8.06 |
| **ARA 3.09** | **Employee Development** |  |
|  | Probationary Period | AUHR 3.08 |
|  | Employee Training and Development | AUHR 9.01 |
|  | Performance Management; Merit Pay Increases | AUHR 9.02 |
|  | Training Plans | AUHR 9.03 |
| **ARA 3.10** | **Employee Benefits** |  |
|  | Health and Financial Benefits, Generally | AUHR 10.01 |
|  | Employee Assistance Program | AUHR 10.02 |
|  | Trip Reduction Incentive Program (TRIP) | AUHR 10.03 |
|  | Domestic Partners | AUHR 2.05 |
| **ARA 3.11** | **Ethical Conduct** |  |
|  | Ethical Conduct; Use of Employment | AUHR 11.01 |
|  | Awards, Gifts, Prizes, and Promotional Items | AUHR 4.07 |
|  | Protection of Restricted and Confidential Information | AUHR 11.04 |
|  | Nepotism; Romantic Relationships | AUHR 3.10 |
|  | Political Activity | AUHR 4.06 |
|  | Use of City Resources | AUHR 4.09 |
|  | Outside Employment and Volunteer Activities | AUHR 4.05 |
|  | Post-Employment Restriction Policy | New  |
|  | Duty to Report Unlawful or Improper Actions; Whistleblowing | AUHR 11.03 |
| **ARA 3.15** | **Civil Service Appeal** | AUHR 3.15 |