

## Personnel Policies & Procedures ~ Alpha Listing

- ❖ Absences
- ❖ Administrative Conditions of Employment Policy
- ❖ Administrative Employees Vacation Policy
- ❖ [Administrative and Hourly Employees Holidays Policy](#)
- ❖ Administrative Longevity Benefit Policy
- ❖ Affirmative Action Policy
- ❖ Applicant Travel Policy
- ❖ Attendance and Punctuality Policy
- ❖ Automobile Use Policy
- ❖ Benefits
- ❖ Benefits Continuation (COBRA) Policy
- ❖ Behavior of Employees Policy
- ❖ Bereavement Policy
- ❖ Bloodborne Pathogens Exposure Control Policy
- ❖ Board Travel Policy
- ❖ Community and Student Relations Policy
- ❖ Computer and E-Mail Usage Policy
- ❖ Conditions of Employment Policy Conduct
- ❖ Conflict of Interest Policy
- ❖ Criminal Sexual Assault Policy
- ❖ Disciplinary Actions Policy
- ❖ Disclosure of Benefits Policy
- ❖ Discrimination (Harassment/Discrimination Policy)
- ❖ Drug Free Workplace Policy
- ❖ Educational Benefits Policy
- ❖ Emergency Ambulance Calls and Reporting Injury
- ❖ Employee Acknowledgement Form
- ❖ Employee Classification Policy
- ❖ Employee Development Policy
- ❖ Employee Transfer Policy
- ❖ Employment
- ❖ Equal Employment Policy
- ❖ Ethics and Conduct Policy
- ❖ Exempt Employee Sick Leave Policy
- ❖ Expenses
- ❖ Family & Medical Leave/Anticipated Disability Leave Policy
- ❖ Harassment/Discrimination Policy
- ❖ Hepatitis Vaccinations Policy
- ❖ Hiring Administrators Policy
- ❖ Hiring Hourly Employees Policy
- ❖ Hiring Instructional Faculty Policy
- ❖ Hiring Part-Time Faculty Policy
- ❖ Hiring Specially Funded Employees Policy
- ❖ Hiring of Students Policy
- ❖ Holidays - Administrative and Hourly Employees Policy
- ❖ Hourly Employees Sick Leave Policy
- ❖ Hourly Employees Vacation Policy
- ❖ Hours of Work Policy
- ❖ Infection Control Policy
- ❖ Insurance Coverage Policy
- ❖ Introduction Period - Hourly Employees Policy
- ❖ Job Evaluation Policy

- ❖ Jury Duty Policy
- ❖ Layoff and Recall Policy
- ❖ Lockout Procedures Policy
- ❖ Longevity Cash Bonus Policy
- ❖ Long-Term Disability Policy
- ❖ Meal Reimbursement Policy
- ❖ Memberships in Clubs and Civic Organizations Policy
- ❖ Military Leave Policy
- ❖ Miscellaneous
- ❖ Nepotism Policy
- ❖ Non-Discrimination Policy
- ❖ Non-Exempt Employee Sick Leave Policy
- ❖ Organizational Chart
- ❖ Outside Employment Policy
- ❖ Participation in Trade & Professional Associations Pol.
- ❖ Pay Practices
- ❖ Payroll Deductions Policy
- ❖ Performance Appraisals Policy
- ❖ Personal Appearance Policy
- ❖ Personal Conduct
- ❖ Personal Finances Policy
- ❖ Personal Property Policy
- ❖ Personnel
- ❖ Personnel Records Policy
- ❖ Personnel Records Retention Policy
- ❖ Promotion Policy
- ❖ Regular Part-Time Employee Fringe Benefits Policy
- ❖ Respirator Program Policy
- ❖ Retirement Policy
- ❖ Safety Policy
- ❖ Salaried Personnel Sick Leave Policy
- ❖ Salary Administration Policy: Procedure for Bargaining Unit Personnel
- ❖ Salary Administration Policy: Procedure for Non-Union Personnel
- ❖ Service Awards Policy
- ❖ Sexual Assault Policy
- ❖ Sexual Harassment Policy
- ❖ Short-Term Disability Policy
- ❖ Smoke-Free Environment Policy
- ❖ Tax-Sheltered Annuities Policy
- ❖ Termination of Employment Policy
- ❖ Travel: Applicants' Policy
- ❖ Travel: Board Policy
- ❖ Travel Policy
- ❖ Tuition Reimbursement
- ❖ Use of College Equipment/Property by Employees for Personal Use Policy
- ❖ Use of College Vehicles Policy
- ❖ Use of Communications System Policy
- ❖ Vacation - Administrative Employees
- ❖ Vacation - Hourly Employees
- ❖ Weather or Mechanical Failure Policy
- ❖ Work Areas
- ❖ Workers' Comp - Injury & Accident Reporting Policy
- ❖ Workplace Violence Prevention Policy

