

Table of Contents

Our Organization	3
Introduction.....	3
Welcome Letter from the Executive Director	3
Acknowledging Receipt of Policy Manual	5
Employment Policies.....	6
Employee Selection Process	6
Reference Checks.....	7
Equal Opportunity.....	7
Employee Orientation.....	7
Confidentiality of Institutional Information	8
Conflict of Interest	9
Employment Status & Records.....	9
Employment Classifications	9
Access to Personnel Files.....	10
Background Checks	10
Performance Review and Salary Merit Increases.....	10
Equal Pay	12
Employee Benefits	12
Vacation	12
Holidays.....	13
Workers' Compensation Insurance.....	14
Sick or Personal Leave	15
Voting	16
Jury Duty	16
Military Service.....	16
Bereavement Leave	19
Health Insurance	20
Health Benefits Continuation (COBRA)	20
Life Insurance.....	21
Payroll.....	21
Payroll Deductions	21
Payday	22
Overtime Compensation	22
Termination	22
Workplace Guidelines	25
Workday	25
Meal and Rest Periods.....	25
Family Leave, Parental Leave and Pregnant Employees.....	26
Family Leave	27
Code of Conduct	28
Substance Abuse	35
Attendance	37
E-Policies.....	38
General Principles	38
User Responsibilities.....	39
Access to Information Technology Resources	40
Unauthorized Use and Sanctions	40
E-mail Policies.....	41