Chapter 4 Table of Contents

4.1 OFFICE OF HUMAN RESOURCES
   4.1.1 Responsibilities
   4.1.2 Definitions

4.2 EMPLOYEE RELATIONS
   4.2.1 Nondiscrimination Policy and Complaint Procedure
   4.2.2 Title IX Sexual Harassment and Sexual Misconduct Policy
   4.2.3 Request for Accommodations Under the ADA and the ADA Amendments Act of 2008 (ADAAA)
   4.2.4 Consensual Relationships Policy
   4.2.5 Tobacco Use Policy

4.3 RECRUITMENT, SELECTION AND APPOINTMENT
   4.3.1 Faculty
   4.3.2 Recruitment and Selection of Classified Employees
   4.3.3 Administrative and Professional Employees
   4.3.4 Minors
   4.3.5 Student Employees
   4.3.6 Temporary Associates
   4.3.7 Patient Models
   4.3.8 Non-Employee Service
   4.3.9 Not in use
   4.3.10 Interviews of Executive Administrators and Other Senior Administrators
   4.3.11 Academic Clinical Training Positions
   4.3.12 Postdoctoral Research Fellows

4.4 BACKGROUND INFORMATION CHECKS
   4.4.1 Criminal Background Checks
   4.4.2 Sanction Checks

4.5 EMPLOYMENT ADMINISTRATION
   4.5.1 Beginning Dates for Appointments
   4.5.2 Ending Dates for Appointments
   4.5.3 Continuous Employment
   4.5.4 Reappointments
   4.5.5 Probationary Period
   4.5.6 Ending Employment
   4.5.7 Reduction in Force
   4.5.8 Not in Use
   4.5.9 Re-employment of Retirees
   4.5.10 Promotions and Transfers
Handbook of Operating Procedures

4.5.11 New Employee Processing
4.5.12 Employment of Non-Citizens
4.5.13 Consulting and Outside Employment
4.5.14 Dual State Employment
4.5.15 Appointment of Relatives (Nepotism)
4.5.16 Personnel Records
4.5.17 Eligibility for Re-Employment

4.6 CLASSIFICATION AND COMPENSATION ADMINISTRATION
4.6.1 Faculty Employees
4.6.2 Administrative and Professional Employees
4.6.3 Classified Employees
4.6.4 Fair Labor Standards Act (FLSA): Non-Exempt and Exempt Jobs
4.6.5 Fair Labor Standards Act (FLSA): Work Hours and Overtime Provisions for Non-Exempt Employees
4.6.6 State Compensatory Time for Exempt Employees
4.6.7 Compensation Administration for Classified Employees
4.6.8 Longevity Pay
4.6.9 Hazardous Duty Pay
4.6.10 Timekeeping

4.7 WORK AND LEAVE ADMINISTRATION
4.7.1 Hours of Operation and Official Workweek
4.7.2 Uniformed Services Employment and Re-employment Rights
4.7.3 State Military Forces and Reserve Duty
4.7.4 Flextime
4.7.5 Personal Leave
4.7.6 Telecommuting
4.7.7 Vacation or Annual Leave
4.7.8 Sick Leave
4.7.9 Sick Leave Pool Program
4.7.10 Holidays
4.7.11 Jury Service
4.7.12 Leave of Absence without Pay
4.7.13 Family Medical Leave Act (FMLA)
4.7.14 Parental Leave
4.7.15 Funeral Leave
4.7.16 Staffing During Adverse Conditions
4.7.17 Military Leave
4.7.18 Other Leave Entitlements
4.7.19 Time Off for Voting
4.7.20 Veterans Health Leave
4.7.21 Agency Investigation Leave
4.7.22 Emergency Leave
4.8 BENEFITS
4.8.1 Employee Group Insurance
4.8.2 Retirement Program
4.8.3 Savings Bond Payroll Plan
4.8.4 Social Security
4.8.5 Unemployment Compensation Insurance
4.8.6 Workers’ Compensation Insurance (WCI)
4.8.7 Blood Assurance Program
4.8.8 Employee Assistance Program (EAP)
4.8.9 Direct Deposit
4.8.10 Faculty and Staff Discount Program
4.8.11 Breastfeeding and Expression of Breast Milk on Campus

4.9 PERFORMANCE ADMINISTRATION
4.9.1 Employee Performance Review Program
4.9.2 Management’s Responsibilities
4.9.3 Progressive Disciplinary Actions
4.9.4 Procedures for Dismissal of Employees
4.9.5 Grievance Policy and Procedures

4.10 EMPLOYEE DEVELOPMENT AND TRAINING
4.10.1 Compliance Training
4.10.2 General Training
4.10.3 Long-Term Training
4.10.4 Required Training and Disciplinary Actions for Failure to Attend Compliance Training Sessions
4.10.5 Employee Recognition Programs