

General Policies and Guidelines

Access to Employee Personnel Files

Staff salaries, personnel data, and all aspects of University affairs that have not been released as public information are confidential. If you are an active staff member and wish to review your personnel file, you should refer to Policy 07-06-05. If you believe that there is an error in the record, a statement to that effect may be added as a part of the permanent file. You may also request that your department process the appropriate forms to initiate corrections. You should make arrangements through your departmental administrator if you wish to review your departmental personnel file.

Affirmative Action

On February 28, 1992, the Board of Trustees passed a resolution reaffirming the University's commitment to affirmative action. The resolution commits the University to the following goals:

- to achieve diversity in the racial/ethnic and sex composition of its workforce at all levels;
- to enhance opportunities for enrolling, retaining, and graduating students from underrepresented groups;
- to provide accessibility and accommodation to individuals with disabilities;
- to create a campus environment free of bigotry and harassment; and
- To engage minority- and women-owned businesses as vendors and suppliers.

The Office of Affirmative Action, Diversity and Inclusion has responsibility for providing leadership, coordination, and oversight for the University's affirmative action program. Given the size, complexity, and collegial nature of the University, the Office of Affirmative Action, Diversity and Inclusion cannot do this alone. The campus community contributes to the University's commitment to affirmative action through the work of senior administrative officers, deans, directors, department heads, managers, supervisors, and various campus-wide, school, departmental, and student committees and groups as well as individual faculty, staff, and students.

For additional information, refer to Policy 07-01-03 or contact the Office of Affirmative Action, Diversity and Inclusion at **412-648-7860**.

Alcoholic Beverages

Sample Employee Guidelines

American Dental Association



Sample Employee Guidelines:

101 Sample Write-Ups for Documenting Employee Performance Problems Paul Falcone, 2010-03-24 Whether you're addressing an initial infraction or handling termination worthy transgressions you need to be 100 percent confident that every employee encounter is clear fair and most importantly legal Thankfully HR expert Paul Falcone has provided this wide ranging resource that explains in detail the disciplinary process and provides ready to use documents that eliminate stress and second guessing about what to do and say Revised to reflect the latest developments in employment law the third edition of 101 Sample Write Ups for Documenting Employee Performance Problems includes expertly crafted easily customizable write ups that address sexual harassment absenteeism insubordination drug or alcohol abuse substandard work email and phone misuse teamwork issues managerial misconduct confidentiality breaches social media abuse and more With each sample document also including a performance improvement plan outcomes and consequences and a section of employee rebuttal it's easy to see why over 100 000 copies have already been sold making life for managers and HR personnel significantly easier when it comes to addressing employee performance issues

The Employee's Handbook Guide Pasquale De Marco, 2025-05-12 The Employee's Handbook Guide is the essential guide to creating and managing an effective employee handbook This comprehensive resource provides you with everything you need to develop and implement a handbook that meets the needs of your organization and complies with all applicable laws and regulations In The Employee's Handbook Guide you will find A step by step guide to creating an employee handbook from scratch Sample employee handbook policies and procedures Tips and advice from HR experts Answers to frequently asked questions about employee handbooks Whether you are a small business owner a human resources professional or an employee who wants to understand their rights and responsibilities The Employee's Handbook Guide has something for you What is an Employee Handbook An employee handbook is a written document that sets out the company's policies and procedures It is a vital part of any organization as it helps to Communicate the company's expectations to employees Protect the company from legal liability Promote a positive work environment Why is an Employee Handbook Important Having a well written and up to date employee handbook is essential for any organization that wants to Attract and retain top talent Maintain a positive work environment Comply with all applicable laws and regulations What Should Be Included in an Employee Handbook The contents of an employee handbook will vary depending on the size and nature of the organization However there are some general topics that should be included in all employee handbooks such as Company policies and procedures Employee benefits Performance management Employee discipline Employee rights How to Create an Employee Handbook Creating an employee handbook can be a daunting task but it is important to take the time to do it right By following the steps outlined in The Employee's Handbook Guide you can create a handbook that meets the needs of your organization and complies with all applicable laws and regulations Order your copy of The Employee's Handbook Guide today and start creating an employee

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Peterson, 2020-11-25 The Complete Guide to OSHA Compliance is an easy to understand one stop resource designed to help safety professionals industrial hygienists and human resources personnel ensure compliance with existing and upcoming OSHA regulations This essential book explains employer and employee rights and responsibilities and it provides everything you need to know about employer standards and standards for specific operations The Complete Guide to OSHA Compliance describes the process of injury illness recordkeeping and the reporting system required by OSHA It also explains how to conduct a self audit to determine whether a company is in full compliance Furthermore it informs companies of their rights in an inspection and explains how to handle citations and appeals should they arise **Creating and Updating an Employee**

Policy Manual: Policies for Your Practice American Dental Association, 2016-06-01 This resource helps dental practices develop an office policy manual Includes sample policies forms and worksheets to help craft the perfect policy for your dental employee handbook With 99 sample dental office policies sample dental job descriptions templates for forms worksheets and checklists and explanations of at will employment Also offers information on dental staff training including OSHA and HIPAA

The E-policy Handbook Nancy Flynn, 2001 Publisher Fact Sheet Helps readers realize the magnitude of e risks understand cyberlaws gauge the vulnerability of their organization purchase protective cyber insurance write format e policies train employees about online policies draft e crisis communications plan *The profit in safety belts* , 1984

Create Your Own Employee Handbook Sachi Clements, 2023-12-26 Avoid legal problems and run a productive workplace with an up to date employee handbook Anyone who hires and supervises employees needs clear policies when it comes to crucial issues like pay and overtime medical leave and social media Create Your Own Employee Handbook provides everything business owners managers and HR professionals need to create or update a legal and plain English employee handbook You ll learn all the top tips and practical suggestions for creating a polished and thorough employee handbook that addresses your company s policies on wages hours and tip pools remote work at will employment discrimination and harassment complaints and investigations health and safety alcohol and drugs including medical legal marijuana workplace privacy and email and social media This new edition will address how to draft an employee handbook in an environment where employees might be permanently remote or working a hybrid remote schedule With Downloadable forms All policies

and forms along with modifications and alternative language you can tailor to your workplace are available for download details inside *Resources in Education*, 1983-04 [Amazon DynamoDB - The Definitive Guide](#) Aman Dhingra, Mike Mackay, 2024-08-30 Harness the potential and scalability of DynamoDB to effortlessly construct resilient low latency databases Key Features Discover how DynamoDB works behind the scenes to make the most of its features Learn how to keep latency and costs minimal even when scaling up Integrate DynamoDB with other AWS services to create a full data analytics system Purchase of the print or Kindle book includes a free PDF eBook Book Description This book will help you master Amazon DynamoDB the fully managed serverless NoSQL database service designed for high performance at any scale Authored by Aman Dhingra senior DynamoDB specialist solutions architect at AWS and Mike Mackay former senior NoSQL specialist solutions architect at AWS this guide draws on their expertise to equip you with the knowledge and skills needed to harness DynamoDB's full potential This book not only introduces you to DynamoDB's core features and real world applications but also provides in depth guidance on transitioning from traditional relational databases to the NoSQL world You'll learn essential data modeling techniques such as vertical partitioning and explore the nuances of DynamoDB's indexing capabilities capacity modes and consistency models The chapters also help you gain a solid understanding of advanced topics such as enhanced analytical patterns implementing caching with DynamoDB Accelerator DAX and integrating DynamoDB with other AWS services to optimize your data strategies By the end of this book you'll be able to design build and deliver low latency high throughput DynamoDB solutions driving new levels of efficiency and performance for your applications What you will learn Master key value data modeling in DynamoDB for efficiency Transition from RDBMSs to NoSQL with optimized strategies Implement read consistency and ACID transactions effectively Explore vertical partitioning for specific data access patterns Optimize data retrieval using secondary indexes in DynamoDB Manage capacity modes backup strategies and core components Enhance DynamoDB with caching analytics and global tables Evaluate and design your DynamoDB migration strategy Who this book is for This book is for software architects designing scalable systems developers optimizing performance with DynamoDB and engineering managers guiding decision making Data engineers will learn to integrate DynamoDB into workflows while product owners will explore its innovative capabilities DBAs transitioning to NoSQL will find valuable insights on DynamoDB and RDBMS integration Basic knowledge of software engineering Python and cloud computing is helpful Hands on AWS or DynamoDB experience is beneficial but not required

The Nonprofit Manager's Resource Directory Ronald A. Landskroner, 2002-04-30 A newly revised and updated edition of the ultimate resource for nonprofit managers If you're a nonprofit manager you probably spend a good deal of your time tracking down hard to find answers to complicated questions The Nonprofit Manager's Resource Directory Second Edition provides instant answers to all your questions concerning nonprofit oriented product and service providers Internet sites funding sources publications support and advocacy groups and much more If you need help finding volunteers

understanding new legislation or writing grant proposals help has arrived This new updated edition features expanded coverage of important issues and even more answers to all your nonprofit questions Revised to keep vital information up to the minute The Nonprofit Manager s Resource Directory Second Edition Contains more than 2 000 detailed listings of both nonprofit and for profit resources products and services Supplies complete details on everything from assistance and support groups to software vendors and Internet servers management consultants to list marketers Provides information on all kinds of free and low cost products available to nonprofits Features an entirely new section on international issues Plus 10 bonus sections available only on CD ROM The Nonprofit Manager s Resource Directory Second Edition has the information you need to keep your nonprofit alive and well in these challenging times Topics include Accountability and Ethics Assessment and Evaluation Financial Management General Management Governance Human Resource Management Information Technology International Third Sector Leadership Legal Issues Marketing and Communications Nonprofit Sector Overview Organizational Dynamics and Design Philanthropy Professional Development Resource Development Social Entrepreneurship Strategic Planning Volunteerism A Guide to Good Employment Practice in the Community and Voluntary Sector (2nd ed) Jane Clarke, 2002 **Guide to Mold Management** , **2004 U. S. Master Employee Benefits Guide** C C H, Incorporated, Toolkit Media Group, 2004-01-01 **Mandated Benefits 2024 Compliance Guide** Wagner, 2023

Decisions of the Federal Labor Relations Authority United States. Federal Labor Relations Authority, 1988

Mandated Benefits Compliance Guide 2015 Balser Group, 2014-12-01 Mandated Benefits 2015 Compliance Guide is a comprehensive and practical reference manual covering key federal regulatory issues that must be addressed by human resources managers benefits specialists and company executives in all industries Mandated Benefits 2015 Compliance Guide includes in depth coverage of these and other major federal regulations Patient Protection and Affordable Care Act PPACA Health Information Technology for Economic and Clinical Health HITECH Act Mental Health Parity and Addiction Equity Act MHPAEA Genetic Information Nondiscrimination Act GINA Americans with Disabilities Act ADA Employee Retirement Income Security Act ERISA Health Insurance Portability and Accountability Act HIPAA Heroes Earnings Assistance and Relief Tax Act HEART Act Consolidated Omnibus Budget Reconciliation Act COBRA Mandated Benefits 2015 Compliance Guide helps take the guesswork out of managing employee benefits and human resources by clearly and concisely describing the essential requirements and administrative processes necessary to comply with each regulation It offers suggestions for protecting employers against the most common litigation threats and recommendations for handling various types of employee problems Throughout the Guide are numerous exhibits useful checklists and forms and do s and don ts A list of HR audit questions at the beginning of each chapter serves as an aid in evaluating your company s level of regulatory compliance Mandated Benefits 2015 Compliance Guide has been updated to include The Dodd Frank Act creating an ethics training program and practices and trends Information on payroll cards and Federal Insurance Contributions Act FICA tip credit New

regulations and guidelines for health care reform as mandated by the Patient Protection and Affordable Care Act PPACA Updated requirements for certificates of creditable coverage excepted benefits under the Health Insurance Portability and Accountability Act HIPAA and transaction standards The revised model general and election notices as required under PPACA Qualified Longevity Annuity Contracts and definition of spouse per the Supreme Court ruling in United States v Windsor and updates to the Pension Benefit Guaranty Corporation s required premiums The payment of long term disability insurance by qualified retirement plans PPACA s effect on health reimbursement arrangements new information on the proposed 500 carryover of unused funds in health flexible spending arrangements FSAs and PPACA s effect on health FSAs new material on the effect of amendments to HIPAA s excepted benefit rules on Employee Assistance Programs and revised information on providing employee benefits to legally married same sex couples based on the Supreme Court s decision in United States v Windsor and the decision s effect on cafeteria plan mid year election changes New sections on no fault attendance policies and pregnancy and the Americans with Disabilities Act Information on the definition of spouse based on the Supreme Court ruling in United States v Windsor New material on the proposed Equal Pay Report The Recruiters Guide Book Dakotta James Kanianthra Alex,2004-03 Recruiter s guide helps you to understand sourcing techniques headhunting diversity recruiting corporate recruiting and successful agency placements Create Your Own Employee Handbook Lisa Guerin,Amy Delpo,2021-05-25 Avoid legal problems and run a productive workplace with an up to date employee handbook Anyone who hires and supervises employees needs clear policies when it comes to crucial issues like pay and overtime medical leave and social media Create Your Own Employee Handbook provides everything business owners managers and HR professionals need to create or update a legal and plain English employee handbook Find the latest legal information practical suggestions and best practices on wages hours and tip pools remote work at will employment discrimination and harassment complaints and investigations health and safety alcohol and drugs including medical legal marijuana workplace privacy and email and social media This new edition covers recent updates to state and federal laws including expanded rules on paid family and medical leave sick leave state temporary disability programs and much more With Downloadable forms Forms to help All policies and forms along with modifications and alternative language you can tailor to your workplace are available for download details inside **The Engineer's Career Guide** John A. Hoschette,2010-05-25 This is the most complete career resource guide book for engineers dealing with the non technical side of engineering It provides career advice for engineers at all stages of their careers whether newly graduated mid career or soon to be retired This book provides many real world practical proven common sense career tips supported by actual work and experiences examples Tips deal with problems the engineer may encounter with supervisors co workers and others in the corporation The book provides step by step guidance on how to deal with career problems and come out ahead

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