

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

DIANE Publishing Company

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the company name.

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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 *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

Manager's Legal Handbook, The Lisa Guerin, Sachi Barreiro, 2019-12-01 Manage employees effectively while avoiding legal trouble If you supervise employees or independent contractors *The Manager s Legal Handbook* is the perfect resource Need information about overtime Want useful ideas on workplace policies Have a question about trade secrets and need the answer now This book provides everything you need to stay within the bounds of the law including information on hiring discrimination and harassment wages and hours privacy time off drug testing and firing and layoffs Designed for managers business owners and human resources professionals who need answers on the go *The Manager s Legal Handbook* covers the most common issues employers face The 10th edition is completely updated to reflect changes to discrimination laws overtime rules minimum wage laws and more It also provides updated information on the laws of each state including paid sick leave and paid family leave laws **Drug Abuse Curriculum for Employee Assistance Program Professionals**

,1989 *2004 U. S. Master Employee Benefits Guide* C C H, Incorporated, Toolkit Media Group, 2004-01-01 **Drug Abuse Curriculum for Employee Assistance Program Professionals** DIANE Publishing Company, 1995-07 Identifies the critical issues and information needs of the field and to develop a training program which was responsive to the identified needs Designed to assist employee assistance program EAP professionals in understanding and addressing employee drug abuse problems **The Essential Guide to Workplace Investigations** Lisa Guerin, 2025-06-01 Learn how to conduct a complete and fair workplace investigation Workplace complaints carry serious legal and financial risks to a company so it s essential to act fast when you receive an employee complaint But an ineffective or poorly handled investigation can land your company in even more trouble than not performing one at all It s more important than ever to ensure your investigation is complete impartial and timely The Essential Guide to Workplace Investigations shows you how to legally and successfully investigate and resolve any type of complaint or problem It covers common issues such as harassment discrimination violence drug and alcohol use and theft The book guides you through each step of an effective investigation including deciding whether to investigate planning an investigation interviewing witnesses gathering and evaluating evidence documenting the investigation and more **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 Architect's Handbook of Professional Practice** Joseph A. Demkin, American Institute of Architects, 2008-03-24 This updated resource covers all aspects of architectural practice featuring new material of sustainable design managing multiple offices lifelong learning mentoring and team building revised content on programming project management construction contract administration risk management and ethics and coverage of small firm considerations as well as emerging issues such as integrated practice and integrated project delivery Jacket **The Employer's Legal Handbook** Fred S. Steingold, 2021-07-27 A comprehensive guide to the major legal issues facing employers from hiring to firing and everything in between In Nolo s trademark plain English style this bestseller cuts through the legalese to provide all the information

business owners and managers need to avoid legal problems and treat employees fairly *Practical Guide to Industrial Safety* Nicholas P. Cheremisinoff, 2000-10-12 A practical guide to industrial safety It seeks to assist specialists in managing operations in industrial settings including high risk personal exposure such as inhalation hazards and direct chemical contact It covers hazards in the chemical process industries inhalation hazards in refineries indoor air quality management personal protective **Employer's Guide to Military Leave Compliance** Dean L. Silverberg, Tracey A. Cullen, 2006 All employers must comply with The Uniformed Services Employment and Reemployment Rights Act USERRA but last year the U S Department of Labor received over 1500 complaints from returning service people The majority of cases found the employer s to be at fault Thompson created Employer s Guide to Military Leave Compliance to help you tackle the complexities of federal regulations while streamlining and simplifying the reinstatement process Publisher s website **The Restaurant Manager's Handbook** Douglas Robert Brown, 2007 Book CD This comprehensive book will show you step by step how to set up operate and manage a financially successful food service operation This Restaurant Manager s Handbook covers everything that many consultants charge thousands of dollars to provide The extensive resource guide details more than 7 000 suppliers to the industry virtually a separate book on its own This reference book is essential for professionals in the hospitality field as well as newcomers who may be looking for answers to cost containment and training issues Demonstrated are literally hundreds of innovative ways to streamline your restaurant business Learn new ways to make the kitchen bars dining room and front office run smoother and increase performance You will be able to shut down waste reduce costs and increase profits In addition operators will appreciate this valuable resource and reference in their daily activities and as a source of ready to use forms Web sites operating and cost cutting ideas and mathematical formulas that can be easily applied to their operations Highly recommended **Test Development Guide: Methodolgy** United States Employment Service, 1967 Panel Release United States. Federal Service Impasses Panel, 1990 **Student Guide for Workplace Monitor Training: Instrumentation** , 1985 **Code of Federal Regulations** , 1995 **Strategies for Employee Assistance Programs** William J. Sonnenstuhl, Harrison M. Trice, 2018-05-31 This Key Issues report addresses questions often raised by employers and union leaders setting out to develop job based programs to help alcoholic and other troubled employees Following chapters on the historical development and key components of EAPs the authors discuss the importance of balance in program strategies and in corporate and union responsibilities The authors also present examples to show the role EAPs might play when the problems of alcoholic and other troubled employees lead to arbitration and workers compensation cases The focus in the concluding chapter is on the future of EAPs the need for more research and further development of educational programs for EAP practitioners *Integrated Collection System's User Guide* United States. Internal Revenue Service, 2006 **Evaluation of Employees for Promotion and Internal Placement** United States. Office of Personnel Management, 1980

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