

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

Employee Guidelines Template

David Liddle



Employee Guidelines Template:

How to Write Your Own Effective Employee Handbook in 1 Hour Or Less ATLANTIC PUBLISHING GROUP, Atlantic Publishing Group Inc. Staff, 2013-12-31 No matter the number of employees working at your business employment policies should be distributed in writing to every employee An employee handbook is the most important communication tool between you and your employees A well written handbook sets forth a company s expectations for its employees and describes what they can expect while working for the business An employee handbook should describe the employer s legal obligations and the employees rights The U S Supreme Court has ruled that businesses can protect themselves against damages from employee lawsuits by providing clear written policies covering the rights and responsibilities of their employees Even if you have only one employee a written handbook could keep you out of court Written policies provide the principles and a basis for how businesses can manage their employees The employee handbook can help prevent misunderstanding by listing the company s policies so employees and managers know what is expected of them A handbook will also assist with employment law compliance A written employee handbook gives everyone including management the same set of rules to follow

How to Write Your Own Effective Employee Handbook In One Hour Or Less is the ideal solution for producing your own handbook quickly and efficiently The companion CD ROM contains an employee handbook template in Microsoft Word format which you can easily edit for your own purposes Essentially you just need to fill in the blanks The book discusses various options you might have in developing the policies Our employee handbook has been edited and approved by attorneys specializing in employment law Developing your own handbook now could not be easier or less expensive The companion CD ROM containing the template is available in both English and Spanish on a single disc The following topics are covered in the new 2011 edition of the book at will employment equal opportunity employment sexual harassment immigration law criminal convictions probationary periods personnel files orientation exempt and non exempt employment classifications pay periods breaks time keeping overtime performance reviews expense reimbursement attendance meetings telecommuting holidays vacations drugs and alcohol workplace violence and weapons smoking food and beverage areas attire telephone use use of company property safety and security confidential information conflicts of interest employment of relatives sick leave disability leave medical leave leave of absence jury duty military duty benefits eligibility medical insurance retirement plans employee discounts workers compensation COBRA termination and termination process With this new book there is finally a cost effective solution for developing your own employee handbook for the small to medium sized business owner Simply review the more than 100 policies already written for you and insert your own information when prompted The template comes complete with a table of contents introduction and a form for each employee to sign acknowledging receipt of the manual

Social Media for Nurses Ramona Nelson, Debra Wolf, 2013 The authors recognize the role the nurse has in empowering patients to take charge of their health by using social media responsibly the information presented in this book

can be useful to nurses in a variety of settings and with different levels of understanding regarding social media. The authors masterfully present information on Web 2.0 and Health 2.0 applications for nurses at the point of care, educators, advanced practice practitioners, administrators, and nursing students. Michelle E. Block, RN, PhD, Nursing Science Quarterly. This book clearly and comprehensively presents the knowledge and skills nurses and health professionals need in order to effectively use the Internet and interactive social media to educate health consumers. By understanding and using Web 2.0 and Health 2.0 applications and technology, nurses will have access to a critical tool for improving the health of individuals, families, and communities, as well as enhancing their own professional development. The different types of health care information sites available on the Internet are addressed along with criteria for evaluating them. The text provides a framework for understanding the devices that support social media and depicts the many scenarios in which social media can be used to promote health. Also included are examples of research studies related to health care informatics. Each chapter begins with clear and concise learning objectives and explanations of related terms. A theoretical foundation for understanding the concepts in the chapter is included along with web-based resources that support additional in-depth learning. Discussion questions and exercises stimulate the development of critical thinking skills and promote point of care applications. Advances in technology and point of care use expected to come in the near future are woven throughout. The text will be of value for all nurse education and practice settings.

Key Features: Provides easily understood information on interactive social media applications and their implications for nursing and health delivery. Illustrates how to use social networking tools and sites effectively. Describes the types of health care information websites available and how to evaluate them. Addresses the many devices that support social media and when to use them. Includes a database of tools and resources to assist educators, students, administrators, and practitioners in their use of the Internet and social media.

101 Sample Write-ups for Documenting Employee Performance Problems Paul Falcone, 2010. A complete tool kit for handling disciplinary problems in a fair, responsible, and legally defensible way. *Employee Handbook* Kimball Hopson, 2015-05-18. Employers use the policies in an employee handbook to protect themselves from lawsuits such as harassment claims, wrongful termination claims, and discrimination claims. Employee handbooks generally contain a code of conduct for employees that sets guidelines around appropriate behavior for the individual workplace. *California Employment Law (2nd Ed.)* Douglas J. Farmer, Attorney, 2017-05-01. The most comprehensive and easy to read reference on the market today. Now used by thousands of human resources executives, in-house counsel, business owners, and employment lawyers across the United States, this comprehensive guide addresses the latest legal rules and best practices to avoid liability in the California workplace. Comes complete with the latest California forms, checklists, and compliance tools. For recent changes to the law, go to www.EmploymentLawPublishers.com for free legal updates between editions with your purchase. *QuickenBooks 2009 Official Guide Enterprise Edition*, **Employment Practices Decisions**, 2005. The Modern Security Operations Center Joseph

Muniz,2021-04-21 The Industry Standard Vendor Neutral Guide to Managing SOC's and Delivering SOC Services This completely new vendor neutral guide brings together all the knowledge you need to build maintain and operate a modern Security Operations Center SOC and deliver security services as efficiently and cost effectively as possible Leading security architect Joseph Muniz helps you assess current capabilities align your SOC to your business and plan a new SOC or evolve an existing one He covers people process and technology explores each key service handled by mature SOC's and offers expert guidance for managing risk vulnerabilities and compliance Throughout hands on examples show how advanced red and blue teams execute and defend against real world exploits using tools like Kali Linux and Ansible Muniz concludes by previewing the future of SOC's including Secure Access Service Edge SASE cloud technologies and increasingly sophisticated automation This guide will be indispensable for everyone responsible for delivering security services managers and cybersecurity professionals alike Address core business and operational requirements including sponsorship management policies procedures workspaces staffing and technology Identify recruit interview onboard and grow an outstanding SOC team Thoughtfully decide what to outsource and what to insource Collect centralize and use both internal data and external threat intelligence Quickly and efficiently hunt threats respond to incidents and investigate artifacts Reduce future risk by improving incident recovery and vulnerability management Apply orchestration and automation effectively without just throwing money at them Position yourself today for emerging SOC technologies [Mastering Active Directory for Windows Server 2008](#) John A. Price,Brad Price,Scott Fenstermacher,2008-06-06 Find all the information you need to manage and maintain Active Directory in Mastering Active Directory for Windows Server 2008 an in depth guide updated with over 300 pages of new material Revised to address the new components enhancements and capabilities brought by Windows Server 2008 to the directory services this book covers domain name system design Active Directory forest and domain design maintaining organizational units managing group policy implementing best practices and more Expect high level coverage of the new version of Microsoft's powerful user authentication and authorization tool fully updated for Windows Server 2008

Effective Cybersecurity William Stallings,2018-07-20 The Practical Comprehensive Guide to Applying Cybersecurity Best Practices and Standards in Real Environments In Effective Cybersecurity William Stallings introduces the technology operational procedures and management practices needed for successful cybersecurity Stallings makes extensive use of standards and best practices documents that are often used to guide or mandate cybersecurity implementation Going beyond these he offers in depth tutorials on the how of implementation integrated into a unified framework and realistic plan of action Each chapter contains a clear technical overview as well as a detailed discussion of action items and appropriate policies Stallings offers many pedagogical features designed to help readers master the material clear learning objectives keyword lists review questions and QR codes linking to relevant standards documents and web resources Effective Cybersecurity aligns with the comprehensive Information Security Forum document The Standard of Good Practice for

Information Security extending ISF's work with extensive insights from ISO NIST COBIT other official standards and guidelines and modern professional academic and industry literature Understand the cybersecurity discipline and the role of standards and best practices Define security governance assess risks and manage strategy and tactics Safeguard information and privacy and ensure GDPR compliance Harden systems across the system development life cycle SDLC Protect servers virtualized systems and storage Secure networks and electronic communications from email to VoIP Apply the most appropriate methods for user authentication Mitigate security risks in supply chains and cloud environments This knowledge is indispensable to every cybersecurity professional Stallings presents it systematically and coherently making it practical and actionable

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Managing Conflict David Liddle, 2017-09-03 Conflict in the workplace is a perennial problem for organizations Whether it's a disagreement between colleagues a dispute with management or large scale industrial action conflict negatively affects both people and profits as employee morale and productivity fall Endorsed by the CIPD *Managing Conflict* is an essential guide for HR professionals needing to tackle these problems by not only resolving current issues but also preventing future instances of conflict Going beyond interpersonal conflict the book also looks at resolving board room disputes disputes with shareholders in the supply chain commercial disputes and customer complaints The first part of *Managing Conflict* covers the causes and costs of conflict the impact of the psychological contract and the legal framework for managing workplace disputes both in the UK and internationally The second part of the book provides a blueprint for redefining resolution and building a culture of constructive conflict management from designing a conflict management strategy and developing a formal resolution process to embedding mediation engaging stakeholders and training managers in resolution and mediation skills This book also includes conflict resolution toolkits for managers HR teams employees and unions to help tackle conflict and bullying at work Packed with best practice case studies from major UK and global organizations this is an indispensable guide for all HR professionals looking to resolve conflict in the workplace Online supporting resources include a conflict health check tool conflict cost calculator and checklist for developing an internal mediation scheme

BNA's Employee Relations Weekly, 1990 **Federal Manager's Guide to Improving Employee**

Performance Mary Katherine Wiley,1996-08 PC - Computing Guide to Quicken 6.0 Michael E. Kolowich,1993

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MCAD/MCSD Training Guide (70-315) Amit Kalani,2003 0789728222 Id The authoritative solution to passing the 70 315 exam Amit Kalani is a leading authority on C Training Guidesare the most effective self study guide in the marketplace featuring exam tips study strategies review exercises case studies practice exams ExamGear testing software and more Subjected to rigorous technical review by a team of industry experts ensuring content is superior in both coverage and technical accuracy This certification exam measures the ability to develop and implement Web based applications with Web forms ASP NET and the Microsoft NET Framework This exam counts as a core credit toward the new MCAD Microsoft Certified Application Developer certification as well as a core credit toward the existing MCSD certification Readers preparing for this exam find our Training Guideseries to be the most successful self study tool in the market This book is their one stop shop because of its teaching methodology the accompanying ExamGear testing software and superior Web site support at www.quepublishing.com certification The CD features our ExamGear product test simulation with more than 150 practice questions and an electronic copy of the book Amit Kalani MCSD MCP has been actively programming using Microsoft NET Framework since it was in its beta He is a contributing author and technical reviewer for several popular books on C VB NET and ASP NET Amit has a passion for sharing his knowledge He has designed and delivered courses that have helped many developers prepare for certification exams from Microsoft and other organizations Amit is a Bachelor of Science and is a Microsoft Certified Professional

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