

## General Policies and Guidelines

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### **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

**Lei Huang**



## **Sample Employee Guidelines:**

*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 handbook that will help you attract and retain top talent maintain a positive work environment and comply with all applicable laws and regulations If you like this book write a review on google books

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**Every Employee's Guide to the Law** Lewin G. I Joel, II, 2011-03-30 Covering every aspect of employment from the job interview to post employment benefits this invaluable resource focuses on employee rights guaranteed by law and explains how workers can be protected In language praised for its clarity and accessibility this updated edition provides a strong foundation of legal knowledge and advice on wages and hours health and safety harassment invasion of privacy discipline unemployment compensation and more 448 pp Radio publicity Author tour 15 000 print

**The profit in safety belts** ,1984 An Essential Guide to Hearing and Balance Disorders R. Steven Ackley, T. Newell Decker, Charles J. Limb, 2018-03-29

An Essential Guide to Hearing and Balance Disorders consolidates the most significant clinical aspects of hearing and balance disorders ranging from cause and diagnosis to treatment and cure Experts in various subspecialties of this extensive topic introduce readers to the most sophisticated and state of the art methods of diagnosis and treatment Each chapter expands on a specific topic area along the continuum of how medical personnel diagnose hearing and balance disorders to how surgical implantation of the cochlea and rehabilitation can remedy various conditions In concise format the book begins with a case history and follows with comprehensive descriptions of current knowledge regarding fundamental causes of hearing loss and balance disorders as well as a thorough examination of objective assessment The latter half of the volume presents specialized treatment and rehabilitative options for various disorders The chapters in this part cover special topics and conclude with pertinent case studies Unique areas of discussion in a text of this kind include genetics of deafness pediatric hearing loss and hearing loss later in life business essentials in audiology private practice professional issues such as ethics methods of practice and conflicts of interest As its title implies this book is critically important for all students and professionals in hearing balance related disciplines including audiology otolaryngology general medicine and rehabilitation oriented allied health care occupations

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**ADA Guide to OSHA Compliance for Dental Offices** American Dental Association,2023-08-08 OSHA training and compliance can be daunting Every dental practice is required to maintain customized safety plans that cover exposure to bloodborne pathogens and respiratory hazards infection prevention and control medical waste disposal and emergency evacuations Additionally they must maintain employee medical records training rosters and injury reports This book provides customizable templates for all of these required forms and more in one accessible resource Review the forms in the printed book then customize the accompanying downloadable versions for your practice This book includes customizable form and plan templates and extensive online resources to ensure compliance with the most relevant OSHA standards It should be used alongside ADA OSHA Training Guidance for the Dental Team for a complete OSHA compliance program Customizable templates available for download include Exposure Control Plan Hepatitis B Vaccination Verification Employee Report of Injury Form Record of Postexposure Evaluation and Follow Up Sharps Injury Log Employee Medical Record Hepatitis B Vaccination Declination Refusal of Postexposure Medical Evaluation Bloodborne Pathogens Training Roster Job Hazard Assessment Form Hazard Assessment Certificate Certificate of Employee Training in PPE Safer Medical Devices Evaluation Form Infection Prevention

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