

## 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

**L Cohen**



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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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