

## 5000 HUMAN RESOURCES

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### BOARD POLICY MANUAL

- 5100 Delegation of Authority, Human Resources
- 5110 Staff Recruitment
- 5120 Verification of Eligibility for Employment
- 5130 New Employee Orientation
- 5140 Provisional Period: Staff
- 5150 Personnel Records
- 5160 Evaluation
- 5200 Compensation
- 5210 Paydays and Reporting Time
- 5220 Payroll Deductions
- 5230 Direct Deposit
- 5240 Overtime
- 5250 Compensatory Time
- 5260 Work Schedules
- 5270 Holidays
- 5280 Benefits
- 5290 Equalized Pay
- 5300 Position Descriptions
- 5310 Employment Structure
- 5320 Classification Process
- 5330 Staff
- 5340 Administrative Officers
- 5350 Supervisors and Managers
- 5360 Substitute and Short Term Employees
- 5370 Student Worker
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- 5390 Seniority
- 5400 Annual Leave
- 5410 Sick Leave
- 5420 Sick Leave Bank
- 5430 Family and Medical Leave
- 5440 Leave of Absence without Pay
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- 5460 Jury and Witness Duty
- 5470 Military Leave
- 5480 Voting Time
- 5500 Resignation
- 5510 Reduction in Force
- 5520 Retirement
- 5530 Discipline: Staff
- 5540 Dismissal
- 5550 Break-in-Service
- 5560 Exit Process
- 5600 Nondiscrimination
- 5610 Equal Employment Opportunity
- 5620 Commitment to Diversity

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- 5630 Prohibition of Harassment
  - 5640 Employee and Student Relationships
  - 5700 Sexual Misconduct/Sexual Harassment
  - 5800 Conflict Resolution
  - 5810 Dispute Resolution
  - 5900 Nepotism
  - 5910 Employee Conflict of Interest
  - 5920 Personal Use of Public Resources
  - 5930 Whistleblower Protection
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