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2/17/2012

Policy Number	Policy Title	Date	#	Review Month	Staff	Notes/Comments
CLASSIFIED EMPLOYEES						
501	Creating A Position	December 19, 1996	153	February	Pat	OK
504	Employment Of Classified Employees	December 19, 1996	154	February	Aldo	Review--25 v. 30 hrs? Job Description?
505	Employment Of Substitute And Short-Term Employees	December 19, 1996	155	February	Joe	OK
508	Employment Contract	December 19, 1996	156	February	Joe	Did the probationary period chg w/contract?
509	Assignment And Transfer	December 19, 1996	157	February	Aldo	Secondary review--practice v. policy
511	Suspensions Or Layoffs	December 19, 1996	158	February	Natalie	OK
512	Evaluation Of Classified Employees	December 19, 1996	159	February	Paul	add quarterly reviews
514	Physical Examination	December 19, 1996	160	February	Pat	OK
514.1	Infection Control/ Universal Precautions	February 25, 2010	161	February	Steve	OK
515	Disqualification By Reason Of Health	December 19, 1996	162	February	Steve	OK
517	Disciplinary Procedures	December 19, 1996	163	February	Joe	OK
518	Penalties For Tardiness	December 19, 1996	164	February	Paul	OK
519	Outside Activities	December 19, 1996	165	February	Jeff	OK
523	Smoke-Free Environment	December 19, 1996	166	February	Aldo	Skill Center
524	Personnel Files	December 19, 1996	167	February	Natalie	Review notifications responsibilities
525	Dress And Grooming	December 19, 1996	168	February	Jan	OK
526	Complaint Policy	December 19, 1996	169	February	Jan	OK
528	Wage And Salary Determination	December 19, 1996	170	February	Natalie	OK
529	Substitute Compensation	December 19, 1996	171	February	Joe	OK
530	Overtime	December 19, 1996	172	February	Steve	Needs review, update
531	Job Related Expenses	December 19, 1996	173	February	Jeff	OK
532	Working Periods	December 19, 1996	174	February	Natalie	OK
534	Sick Leave	December 19, 1996	175	February	Joe	Is it 3 days or 5 days for a Doctors note?
535	Family and Medical Leaves	December 19, 1996	176	February	Paul	Needs review, update
536	Personal Necessity Leave	December 19, 1996	177	February	Pat	OK
537	Vacation	December 19, 1996	178	February	Jan	The last line- Responsibility of HQRM?
539	Uncompensated Leave	December 19, 1996	179	February	Paul	review- PSERS credit language
541	Benefits For Regularly Employed Part-time Personnel	December 19, 1996	180	February	Aldo	Review--25 v. 30 hrs? PSERS--500 hrs?
542	Jury Duty	December 19, 1996	181	February	Natalie	OK
543	Paid Holidays	December 19, 1996	182	February	Jeff	OK
548	Sexual Harassment	December 19, 1996	183	February	Paul	review for legal updates
551	Drug and Substance Abuse	December 19, 1996	184	February	Pat	OK

Aldo	Paul	Natalie	Joe	Jan	Pat	Steve	Jeff
4	5	5	5	3	4	3	3