Classified Staff Policies

Compensation/Classification Policies
1. University Compensation Policy Regarding the Use of Effective Dates
2. Employee Rewards and Recognition Policy

Education Benefits Policies
1. Tuition Assistance Policy
2. Tuition Reimbursement Policy
3. Tuition Waiver Policy

Employment/Staffing Policies
1. Business Ethics, Conduct and Confidentiality
2. Changes to Job Candidate Information
3. Child Support Enforcement Policy
4. Conditions of Employment
5. Criminal Convictions Check
6. Direct Deposit Policy
7. Disability Accommodation
8. Drug and Alcohol Screening (High-Risk/Safety-Sensitive Positions)
9. Drug and Alcohol Screening (Commercial Driver's License Positions)
10. Dual Employment
11. Employment Agencies
12. Employment Applications (Staff)
13. Employment Offer (Staff)
14. Employment of Minors
15. Employment of Non-Citizens
16. Employment of Relatives
17. Employment of Students
18. Employment Testing
19. Equal Employment Opportunity
20. Immigration Law Compliance
21. Job Posting
22. Licensure (Health Care Provider Licensure/Certification)
23. Outside Employment
24. Probationary Period
25. Promotion and Transfer
26. Reference Check Policy
27. Resignation Notice
28. Selective Service Compliance
29. Student Right to Know
30. Veterans Re-employment Rights
31. Work at Home (Telecommuting)

Employee Relations Policies
2. Counseling Guidelines for Probationary Employees
3. Drug and Alcohol Screening (High-Risk/Safety-Sensitive Positions)
4. Drug and Alcohol Use
5. Employee Counseling Services
6. Employee Handbook
7. Employee Relations Functions and Responsibilities
8. Employee Service Awards Policy
9. Employee Standards of Conduct
10. Employee Suggestion Program Policy
11. Employee Travel Program
12. Exit Interview Policy and Procedure
13. Grievance Procedure
14. Honoring University Retirees
15. Inclement Weather Policy
16. Internet and Electronic Communication Systems Use
17. Layoff Policy
18. Probationary Period Policy
19. Security and Firearms Policy
20. Severance Benefits
21. State Performance Planning and Evaluation
22. Unemployment Compensation
23. Work Breaks Policy
24. Work Force Reduction - Temporary
25. Workplace Harassment Policy
26. Workplace Violence Policy

**Leave Policies**
1. Administrative Leave
2. Annual Leave
3. Compensatory Leave
4. Educational Leave
5. Emergency/Disaster Leave
6. Family Medical Leave Act
7. Holidays
8. Implementation Procedures for 32-hour Per Week Staff Employee
10. Leave Sharing
11. Leave to Donate Bone Marrow or Organs
12. School Assistance and Volunteer Service Leave
13. Leave Without Pay
14. Military Leave
15. Overtime Leave
16. Traditional Sick Leave
17. Virginia Sickness and Disability Program Leave
18. Workers’ Compensation

**Payroll Policies**
1. Payroll General
2. Employee Responsibilities
3. Payroll Taxes
4. Payroll Benefits
5. Debt Payments
6. Distribution and Earning Statement
7. Direct Deposit
8. Paychecks
9. Student Employment
10. Foreign National Individuals (select policy FIN-012)
11. Moving Expenses (Offsite)
12. Overpayments
13. Departmental Responsibilities Policy
14. Payroll Glossary
15. Termination of Sources of Pay/Assignments
16. The University of Virginia Time Management Form

**Classified Staff Policies - Virginia Department of Human Resource Management**