

PPP-01 Content and Purpose of Personnel Policies And Procedures

Personnel Policies and Procedures Manual is a compilation of East Tennessee State University's basic personnel policies and procedures, and is intended to provide guidance for deans, directors, department heads and other university employees charged with personnel management responsibilities. This manual should also be made readily accessible within each department for use and reference by all university employees (faculty and staff).

The personnel policies and procedures contained within this manual are in compliance with current Tennessee Board of Regents (TBR) policies, and applicable State and Federal laws. These policies and procedures are subject to change through action by the TBR and the administration of the university, and through State and Federal legislation. As changes occur, this manual will be updated. The Office of Human Resources will provide additional clarification of all personnel policies and procedures.

This manual covers the following areas:

PPP-02 Employment Classification

PPP-03 Personnel Records

PPP-04 Equal Employment Opportunity, Affirmative Action and Discrimination

PPP-05 Pay Procedures

PPP-06 Resignation and/or Termination

PPP-07 Outside Employment & Extra Compensation

PPP-08 Injuries on Campus/Workers' Compensation Program

PPP-09 Retirement

PPP-10 Service Award Program

PPP-11 State Employee Assistance Program

PPP-12 State Employee Suggestion Award Program

PPP-13 Educational Benefits

PPP-14 Days of Administrative Closing

PPP-15 Longevity Pay

PPP-17 Annual Leave

PPP-18 Bereavement Leave

PPP-19 Civil Leave

PPP-20 Holidays

PPP-21 Leave of Absence

PPP-22 Parental Leave

PPP-23 Military Leave

PPP-24 Sick Leave

PPP-25 Leave Transfer Between the University and State Agencies

PPP-26 East Tennessee State University Policy Statement on Drug Free Campus

PPP-27 East Tennessee State University Employee Grievance/Complaint Procedures

PPP-28 Inclement Weather Policy

PPP-29 Nepotism Policy

PPP-30 Harassment - Sexual or Racial

PPP-32 Compensation Plan Guidelines

PPP-35 Guidelines for Filling Faculty, Administrative, and Clerical/Support Vacancies

PPP-36 Employee Performance Evaluation Procedures

PPP-37 Intellectual Property Policy

PPP-01 Content and Purpose of Personnel Policies And Procedures

- PPP-38 Faculty Sick Leave Bank
- PPP-39 Non-Faculty Sick Leave Bank
- PPP-40 Affirmative Action Complaints
- PPP-41 Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP) Examinations
- PPP-42 ETSU Health and Safety Program
- PPP-43 Animals on Campus
- PPP-44 Information Technology Code of Ethics
- PPP-45 Americans With Disabilities Act
- PPP-46 Family, Medical and Servicemember Leave
- PPP-47 Transfer of Sick Leave Between Employees
- PPP-48 Employment of Minors
- PPP-49 Voting Leave
- PPP-50 Volunteers
- PPP-51 Drug Testing
- PPP-52 Educational Leave
- PPP-53 Smoking/Tobacco Use Policy
- PPP-54 Policy for Charitable Organization Campaigns and Contributions
- PPP-55 Policy on the Access of Guests to ETSU Campus
- PPP-56 Disaster Relief Service Leave
- PPP-58 Workplace Violence Prevention Policy
- PPP-59 Periodic Review of Administrators
- PPP-60 Flex-Time
- PPP-61 Support Staff Grievance Procedure
- PPP-62 Policy on Sexual Orientation
- PPP-63 Reduction-in-Force of Non-Tenured Employees
- PPP-64 Implementation of Modified Fiscal Year Appointments
- PPP-65 Postdoctoral Recruitment and Education (Basic and Clinical Sciences)
- PPP-66 Emergency Closure Policy
- PPP-67 Interim SARS Policy
- PPP-68 Social Security Number Policy
- PPP-69 Volunteer Firefighter Service Leave
- PPP-70 Progressive Disciplinary Procedures
- PPP-71 Reasonable Suspicion Drug Testing for Child Care Workers
- PPP-72 Conflict of Interest Disclosure Review Committee
- PPP-73 Telecommuting Policy Statement for Non-Faculty Employees
- PPP-74 Time Clock Policy Statement for Non-Faculty Employees
- PPP-75 Transcript Policy
- PPP-76 Employee Stewardship Awards Policy
- PPP-77 Background Checks
- PPP-80 Discrimination & Harassment - Complaint & Investigation Procedure
- PPP-81 Firearms Policy
- PPP-82 Indoor Tan-Free Skin Smart Campus Policy: Platinum Level