## **Table of Contents**

**Drug Free Work Place Testing Procedures** 

**Employee Evaluations** 

**Employee Exit Procedures** 

Employee Exit Procedures-Exit Processing Form

**Employee Tuition Benefit** 

FMLA (Family & Medical Leave Act of 1993)

**Grievance Procedures** 

Grievance Procedures- Discrimination and Harassment Complaint Form

**New Employee Orientation** 

Part-time Hourly & Adjunct Personnel-Maximum Hour Rule (sample contract attached)

**Public Records** 

Vacancy Procedures- Administrative & Professional

Vacancy Procedures- Career Service

Vacancy Procedures- Faculty