

Hellenic College & Holy Cross School of Theology

Policies & Procedures Manual

Table of Contents

<u>NO.</u>	<u>Policy</u>	<u>Effective Date</u>	<u>Revision Date</u>	<u>Page</u>
INTRODUCTION				
020	Employee Welcome Message From our President	03/19/2003		
040	Introductory Statement	03/19/2003		2
051	Employee Acknowledgement	03/19/2003		3
060	Student Relations	03/19/2003		4
EMPLOYMENT				
101	Nature of Employment	03/19/2003		5
102	Employee Relations	03/19/2003		6
103	Equal Employment Opportunity	03/19/2003		7
104	Business Ethics and Conduct	03/19/2003	03/17/2005	8
105	Hiring of Relatives	03/19/2003		9
106	Employee Medical Exam	03/19/2003		10
107	Immigration Law Compliance	03/19/2003		11
108	Conflict of Interest	03/19/2003		12
109	Outside Employment	03/19/2003		13
EMPLOYMENT STATUS & RECORDS				
201	Employment Categories	03/19/2003	03/15/2007	14-15
202	Access to HR Files	03/19/2003		16
203	Employee Reference Checks	03/19/2003		17
204	Human Resources Data Changes	03/19/2003		18
208	Employment Applications	03/19/2003		19
209	Performance Evaluation	03/19/2003	03/15/2007	20
210	Job Descriptions	03/19/2003		21
212	Salary Administration	03/19/2003		22
EMPLOYEE BENEFIT PROGRAMS				
301	Employee Benefits	03/19/2003		23
303	Vacation Benefits	03/19/2003	05/17/2005	24-25
305	Holidays	03/19/2003		26-27
306	Workers' Compensation	03/19/2003		28
307	Sick/Personal Benefits	03/19/2003	03/17/2005	29-30
308	Time Off to Vote	03/19/2003		31
309	Bereavement Leave	03/19/2003		32
311	Jury Duty	03/19/2003		33
312	Witness Duty	03/19/2003		34
313	COBRA	03/19/2003		35
316	Health Insurance	03/19/2003		36
317	Life Insurance	03/19/2003	03/15/2007	37
318	Short-Term Disability	03/19/2003	03/15/2007	38
319	Long-Term Disability	03/19/2003	03/15/2007	39
320	TIAA-Cref Retirement Plan	03/19/2003	03/15/2007	40-41

Hellenic College & Holy Cross School of Theology

Policies & Procedures Manual

321	Parking		05/17/2005	42
322	Flexible Spending Accounts		03/15/2007	43
TIMEKEEPING/PAYROLL				
401	Timekeeping	03/19/2003		44
403	Paydays	03/19/2003		45
405	Employment Termination	03/19/2003	02/04/2005	46
407	Severance Pay	03/19/2003		47
409	Administrative Pay Corrections	03/19/2003		48
410	Pay Deductions and Setoffs	03/19/2003		49
WORK CONDITIONS & HOURS				
501	Safety	03/19/2003		50
502	Work Schedules	03/19/2003		51
504	Use of Phone & Mail Systems	03/19/2003		52
505	Smoking	03/19/2003		53
506	Rest and Meal Periods	03/19/2003		54
507	Overtime	03/19/2003		55
508	Use of Equipment and Vehicles	03/19/2003	06/25/2008	56
510	Emergency Closings	03/19/2003	03/15/2007	57
512	Business Travel Expenses	03/19/2003		58-59
516	Computer and Email Usage	03/19/2003		60
517	Internet Usage	03/19/2003		61-62
518	Workplace Monitoring	03/19/2003		63
522	Workplace Violence Prevention	03/19/2003		64-65
526	Cell Phone Usage	03/19/2003		66
LEAVES OF ABSCENCE				
601	Medical Leave	03/19/2003		67-68
602	Family & Medical Leave	03/19/2003		69-70
603	Personal Leave	03/19/2003		71
607	Pregnancy Disability Leave	03/19/2003	03/15/2007	72-73
EMPLOYEE CONDUCT & DISCIPLINARY ACTION				
702	Drug and Alcohol Use	03/19/2003		74
703	Sexual and Other Unlawful Harassment	03/19/2003		75-76
704	Attendance and Punctuality	03/19/2003		77
705	Personal Appearance	03/19/2003		78
706	Return of Property	03/19/2003		79
708	Resignation	03/19/2003		80
718	Problem Resolution	03/19/2003		81-82
722	Workplace Etiquette	03/19/2003		83
MISCELLANEOUS				
800	Life-Threatening Illness in the Workplace	03/19/2003		84
802	Recycling	03/19/2003		85-86
806	Suggestion Program	03/19/2003		87
807	Flexible Work Hours	04/01/2007		88

Hellenic College & Holy Cross School of Theology
Policies & Procedures Manual

808	Children in the Workplace	11/01/2007	89
809	Continuing Professional Development	12/10/2010	90