Sub-pages

Return to Policies

Policies >> HR Policies and Procedures

HR Policies and Procedures

Click on the check mark to view the document

DESCRIPTION	POLICY	PROCEDURE
Access to HR Data	✓	–
Adoption Assistance	✓	✓
Approval of Non-Faculty Positions and Searches	✓	–
Benefits Eligibility	✓	–
Education Benefits, Dependent Tuition	✓	✓
Education Benefits, Remitted Tuition	✓	✓
Education Benefits, Supplemental Dependent Tuition	✓	–
Employee Anti-Drug and Alcohol Abuse	✓	–
Employment of Minors	✓	–
Family and Medical Leave (FMLA), Compliance With	✓	✓
Flexible Work	✓	✓
Games of Chance, Prohibition of	✓	–
HIPAA, Compliance with Health Insurance Portability and Accountability Act	✓	–
ID Card	✓	–
Leave, Court and Jury Duty	✓	✓
Leave, Expanded for Public Service Activities in Times of War/National Emergencies	✓	✓
Leave, Expanded Funeral/Bereavement in Times of War/National Emergencies	✓	✓
Leave, Faculty Parental	✓	✓
DESCRIPTION	**POLICY**	**PROCEDURES**
Leave, Faculty Research and Administrative	✓	✓

Leave, Funeral/Bereavement	✓	✓	–
Leave, Military	✓	✓	✓
Leave, Personal and Educational	✓	✓	✓
Leave, Sick Time for Immediate Family Illness – Exempt Staff	✓	–	✓
Leave, Sick Time for Personal or Immediate Family Illness – Non-exempt Staff	✓	–	✓
Leave, Volunteer Emergency Service Activities	✓	–	✓
New York State Disability Benefits and the Syracuse University Disability Benefits Plan	✓	✓	✓
New York State Workers' Compensation	✓	–	✓
No Solicitation of or Distribution to Employees	✓	–	–
Non-Discrimination and Anti-Harassment in Employment	✓	–	–
Non-Discrimination and Equal Opportunity Policy Statement	✓	–	–
Non-Discrimination in Employment on the Basis of Disability	✓	✓	–
Nursing Mothers in the Workplace	✓	✓	–
Outside Professional Consulting by Non-Faculty Employees	✓	–	–
Paid Time Off, Break Time	✓	–	–
DESCRIPTION	**POLICY**	**PROCEDURES**	**FORMS**
Paid Time Off, Floating Holidays	✓	✓	–
Paid Time Off, General Provisions for Staff Employees	✓	✓	–
Paid Time Off, Personal Business Days for Benefits Eligible Non-exempt Staff Employees	✓	–	–
Paid Time Off, University and Bonus Holidays	✓	✓	–
Paid Time Off, Vacation	✓	✓	–
Reasonable Accommodation	✓	✓	✓
Sexual Harassment Prevention	✓	✓	–
Smoke-Free Workplace	✓	–	–
Staff Complaint Process	✓	✓	✓

Staff Employee Handbook	✓	–	–
Staff Employee Workplace Standard	✓	–	–
Syracuse University Computing and Electronic Communications	✓	✓	–
Syracuse University Disability Benefits Policy	✓	✓	✓
Termination and Severance	✓	–	–
Voluntary Phased Retirement Program for Tenured Faculty	✓	–	✓