

TABLE OF CONTENTS
HUMAN RESOURCES POLICY MANUAL

Personnel Policies

• Administrative Leave	06-1
• Compensation	06-2
• Discipline and Discharge	06-3
• Layoff and Recall	06-4
• Personnel Records	06-5
• Personnel References	06-6
• Rest Periods and Meal Breaks	06-7
• Separation from Employment	06-8
• Transfers	06-9
• Travel and Expense Reimbursement	06-10
• Wage Administration	06-11
• Working with Relatives	06-12
• Badge and Time Clock Policy	06-13
• Employee Recognition	06-14
• Privacy Protection Policy	06-15