

HUMAN RESOURCES POLICY MANUAL

Each policy is hyperlinked; to open the link, use your mouse and “right click” over the subject, then select “open hyperlink.”

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| HR Mission, Vision, and Core Values | Provides guidance related to the mission, vision, and core values of the Office of Human Resources. |
| Employee Code of Ethics – NSU Acceptance Form | Form used in support of the employee code of ethics; documents employee’s receipt of the policy. |

NSU HUMAN RESOURCES INTERNAL POLICIES

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| Acceptable Use of Technological Resources – 32-01 (2014) | Provides guidance related to the acceptable use of all information technological resources. |
| Biweekly 2018 Payroll Schedule | Schedule created by payroll to provide information related to the pay cycle. (bi-weekly – part-time employment) |
| Campus Smoking Policy – 42-23 (2018) | Provides guidance related to the use of tobacco products on the University campus. |
| Child Support Laws | (Internal form – under revision) |
| Classified Employee Leave Form | Form used by all classified employees to document use of leave. |
| Employee Education Benefit Program – 45-08 (2016) | Provides guidance related to the NSU employee education benefit program. |
| Faculty Leave Reporting Form | Form used to document use of leave for faculty employees. |
| Inclement Weather Policy 10-13 (2018) | Provides guidance related to inclement weather. |
| NSU Employee Data Form | Form used to capture basic employee data. |
| Outside Employment – 10-10 (2016) | Provides guidance on working outside of NSU. |
| Parking and Transportation Services | Provides guidance on parking and transportation services. |
| Pre-Approval Overtime Authorization & NSU Overtime Form | Form used to capture the number of hours worked in an overtime capacity. |
| Reporting Work Related Injury | Provides guidance on work related injury procedures. |
| Semi-Monthly Payroll Schedule | Schedule created by payroll to provide information related to the pay cycle. (semi-monthly – full-time employment) |
| University Identification Badge and Card Policy – 47-30 (2014) | Provides guidance on the policy related to the University Identification badge and card. |
| Visa Classification Form | Need to add to website (Internal form – under revision) |
| 2018 NSU Calendar | NSU Calendar (2018) |

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT (DHRM) HUMAN RESOURCES POLICIES

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| Alcohol and Other Drugs – 1.05 and Form | Provides guidance related to the Commonwealth of Virginia Alcohol and Other Drugs policy; form used to document acknowledgement of such policy. |
| Commonwealth of Virginia Miscellaneous Insurance | Provides guidance related to the Commonwealth of Virginia Miscellaneous Insurance. |
| 457 Deferred Compensation Plan and Virginia Cash Match Plan | Provides guidance related to the Commonwealth of Virginia on additional retirement vehicles and sources: 457 Deferred Compensation and Virginia Cash Match Plan. |

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| Employee Assistance Program | Provides guidance related to the Commonwealth of Virginia Employee Assistance Program. |
| Employee Direct | Website link under construction by DHRM. |
| Family Medical Leave – 4.20 | Provides guidance related to the Commonwealth of Virginia Family Medical Leave policy. |
| Getting to Know your Benefits – July 2015 | Provides guidance related to the Commonwealth of Virginia basic benefits, as an employee of the Commonwealth of Virginia. |
| Hybrid Retirement Plan | Provides guidance related to the Commonwealth of Virginia Hybrid retirement plan. |
| Important Healthcare Notices | Provides guidance related to the Commonwealth of Virginia healthcare information. |
| Leave Without Pay – 4.45 | Provides guidance related to the Commonwealth of Virginia Leave Without Pay policy. |
| Legal Resources | Provides guidance related to the Commonwealth of Virginia optional fringe benefit, Legal Resources. |
| Minnesota Life Group Life Insurance | Provides guidance related to the Commonwealth of Virginia optional fringe benefit offered by Minnesota Life. |
| Minnesota Life Group Life Insurance Evidence of Insurability | Form used to document medical and health status, when exercising options under the Minnesota Life Group Insurance. |
| Minnesota Life Optional Group Life Insurance Enrollment Application | Form used to enroll in the Minnesota Optional Group Life Insurance program. |
| New Health Insurance Marketplace Coverage Options | Provides guidance related to the Commonwealth of Virginia health insurance coverage options. |
| Optional Retirement Plan for Higher Education | Provides guidance related to the Commonwealth of Virginia Optional Retirement Plan for Higher Education employees (one of many optional retirement programs) |
| 2018 DHRM Pay and Holiday Calendar | DHRM based holiday and pay schedule calendar (2018). |
| Payline | Link for accessing your Commonwealth of Virginia pay stubs, leave balances and tax information. |
| Standards of Conduct – 1.60 | Provides guidance related to the Commonwealth of Virginia Standards of Conduct policy. |
| Spotlight on Your Benefits – 2018 | Provides guidance related to the Commonwealth of Virginia insight into your health fringe benefits. |
| Use of Electronic Communication and Social Media – 1.75 and Form | Provides guidance related to the Commonwealth of Virginia policy on the use of electronic communication and social media; form used to provide acknowledgement of such policy. |
| Virginia Credit Union | Provides guidance related to the Commonwealth of Virginia offered fringe benefit with the Virginia Credit Union. |
| VRS Retirement Planning | Provides guidance related to the Commonwealth of Virginia Retirement System (VRS) planning benefit. |
| Your Health Plan Options – May 2018 & Enrollment Form | Form used to enroll in Health Insurance offered by the Commonwealth of Virginia; full time employment. |
| Workplace Harassment – 2.30 | Provides guidance related to the Commonwealth of Virginia Workplace Harassment policy. |