

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.”

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

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

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.