

 SOUTHEAST MISSOURI STATE UNIVERSITY · 1873	BUSINESS POLICY AND PROCEDURE MANUAL	Date Issued: 12/19	Revision Date: 09/08 12/14 07/19	Page: 1 of 1
		Classification Code: 03-00		
		Section: PERSONNEL		
		Subject: BENEFITS		

EMPLOYMENT PRACTICES	03-01
AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY	03-02
ALCOHOL AND DRUG-FREE WORKPLACE	03-03
PREVENTION OF ALCOHOL/DRUG ABUSE	03-04
ANTI-HARASSMENT	03-05
HUMAN RESOURCES OFFICE	03-06
JOB BID SYSTEM	03-07
TRAINING & DEVELOPMENT	03-08
EMPLOYEE TYPE DESIGNATION	03-09
PROBATIONARY PERIOD AND EVALUATIONS	03-10
OVERTIME	03-11
OTHER EMPLOYMENT PRACTICES	03-12
GRIEVANCE POLICY FOR STAFF	03-13
POSITION CLASSIFICATION/RECLASSIFICATION	03-14
SALARY ADMINISTRATION	03-16
ADMINISTRATIVE/PROFESSIONAL SALARY POLICY	03-17
LEAVES	03-18
SEVERE WEATHER	03-19
SEPARATIONS	03-20
SEVERANCE AND RETENTION	03-20.1
BENEFITS	03-21
OCCUPATIONAL SAFETY AND ENVIRONMENTAL HEALTH	03-22
WORKPLACE VIOLENCE	03-23