# **Index**

**ABSENTEEISM** 

Generally, § 5:13

ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005

See AODA CUSTOMER SERVICE STANDARD; AODA EMPLOYMENT STANDARD

ACCESSIBILITY STATEMENT

Generally, § 4:34

ACCESS TO EMPLOYEE FILE

Generally, § 5:44

ACCOMMODATING INDIVIDUAL NEEDS

See also AODA EMPLOYMENT STANDARD; ENVIRONMENTAL SENSITIVITY; EQUAL OPPORTUNITY; SEXUAL ORIENTATION AND GENDER IDENTITY/EXPRESSION

Generally, § 4:25

Authorization to Release Health Care Information, APPA, § A:31

Employee Medical Report, APPA, § A:17

Letter to Physician, APPA, § A:16

Manager's Reference: Equal Opportunity and Accommodating Special Needs, § 7:15

Manager's Reference: Family Status Accommodation, § 7:18

Manager's Reference: Managing Mental Health in the Workplace, § 7:16

Manager's Reference: Mental Health Accommodation, § 7:17

Return to Work Plan and Accommodation Agreement, APPA, § A:32

ACCOMMODATION AND MEALS

Generally, § 6:14

ACCOMMODATION OF MENTAL HEALTH NEEDS

Generally, § 4:26

Manager's Reference: Managing Mental Health in the Workplace, § 7:16

Manager's Reference: Mental Health Accommodation, § 7:17

ACCUMULATED OVERTIME

Generally, § 5:4

ACCUMULATED SICK LEAVE

See SICK LEAVE

ADOPTION LEAVE

See PREGNANCY, PARENTAL AND ADOPTION LEAVE

**AIR TRAVEL** 

Generally, § 6:14

ALCOHOL AND DRUG USE

Generally, § 5:33

Manager's Reference, § 7:33

ALTERNATIVE DISPUTE RESOLUTION

See DISPUTE RESOLUTION PROCEDURE

ALTERNATIVE WORK ARRANGEMENTS

See ACCOMMODATING INDIVIDUAL NEEDS; FLEXIBLE WORK ARRANGEMENTS

ANTI-GOSSIP

See also CODE OF CONDUCT

See MAINTAINING A POSITIVE WORK ENVIRON-MENT

**ANTI-NEPOTISM** 

Generally, § 4:3

ANTI-SPAM LEGISLATION

See COMPLIANCE WITH ANTI-SPAM LEGISLATION

**ANTI-THEFT MEASURES** 

See PROTECTION OF PROPERTY

AODA CUSTOMER SERVICE STANDARD

Generally, § 4:32

AODA EMPLOYMENT STANDARD

Generally, § 4:33

ASSOCIATIONS, MEMBERSHIP IN

See MEMBERSHIP IN ASSOCIATIONS

ATTENDANCE AND PUNCTUALITY

Generally, § 5:12

Manager's Reference, § 7:28

Notice of Lateness, APPA, § A:25

ATTENDANCE AWARDS

Generally, § 5:12

ATTENDANCE POLICIES

Generally, § 5:12 to § 5:30

Attendance and Punctuality, § 5:12

Bereavement Leave, § 5:20

Compassionate Care Leave, § 5:23

Court Leave, § 5:21

Elections, § 5:26

Emergency Leave: Declared Emergencies and Infectious Disease Emergencies, § 5:30

Emergency Preparedness and Response Plan, § 5:24

Holidays, Substitute, § 5:6

Inclement Weather, § 5:22

Infectious Illnesses, § 5:28

Leave of Absence, § 5:18

Medical Notes, § 5:29

Military Reservist Leave, § 5:27

#### ATTENDANCE POLICIES—Cont'd

Personal Days/Sick and Family Responsibility Leave, § 5:14

Pregnancy, Parental and Adoption Leave, § 5:19

Religious Leave, § 5:25 Reporting Absences, § 5:13

Sick Leave, § 5:15

Sick Leave, Temporary Enhanced, § 5:17

Sick/Personal Days, § 5:16

#### **ATTIRE**

See DRESS, GROOMING AND PERSONAL HYGIENE

# AUTHORIZATION TO RELEASE HEALTH CARE INFORMATION

Generally, APPA, § A:31

# **AVERAGING OVERTIME AGREEMENTS**

Generally, § 5:4

#### AWARD EMPLOYEE

See PEER RECOGNITION AWARD NOMINATION

#### A WORD ABOUT THIS HANDBOOK

Generally, § 3:9

# BACKGROUND AND CRIMINAL REFERENCE CHECKS

Generally, § 4:6

# BACKGROUND AND DESCRIPTION OF ORGANIZATION

Generally, § 3:1

# **BACKGROUND CHECKS**

See also REFERENCES, CHECKING

See BACKGROUND AND CRIMINAL REFERENCE CHECKS

#### **BANKING OVERTIME**

Generally, § 5:4

# **BENEFITS POLICIES**

See also SEXUAL ORIENTATION AND GENDER IDENTITY/EXPRESSION

Generally, § 6:6 to § 6:13

Community and Charitable Service, § 6:11

Employee Assistance Program, § 6:9

Employee Health and Wellness Program, § 6:13

Incentive Programs, § 6:7

Insurance Benefits, § 6:6

Membership in Associations, § 6:10

Roadside Assistance Program, § 6:12

Vacations, § 6:8

# BEREAVEMENT LEAVE

Generally, § 5:20

#### **BIAS**

See UNCONSCIOUS BIAS

#### **BLACKBERRY USE**

See BUSINESS ETIQUETTE; CELLPHONE USE; USE OF PERSONAL DEVICES

#### **BLOGGING**

See SOCIAL MEDIA

#### **BONUSES**

Generally, § 6:7

#### **BREAKS**

See HOURS OF WORK: SMOKING BREAKS

#### BREASTFEEDING

Generally, § 4:31

# **BRING YOUR OWN DEVICE**

Generally, § 5:67

#### **BULLETIN BOARDS**

Generally, § 4:21

#### BULLYING

See RESPECT IN THE WORKPLACE (HARASSMENT AND VIOLENCE)

#### **BUSINESS CASUAL**

See DRESS, GROOMING AND PERSONAL HYGIENE

# **BUSINESS DEALINGS WITH RELATIVES**

See CONFLICT OF INTEREST

# **BUSINESS ETIQUETTE**

Generally, § 5:52

#### **BUSINESS EXPENSES**

Generally, § 6:14

Expense Report, APPA, § A:13

# **BUSINESS MEETINGS**

See BUSINESS ETIQUETTE

# **CAR ALLOWANCES**

Generally, § 6:14

#### CARRYING OVER UNUSED VACATION

See VACATIONS

# **CASUAL FRIDAYS**

See DRESS, GROOMING AND PERSONAL HYGIENE

#### CELLPHONE USE

See also DRIVING SAFETY)

Generally, § 5:45

# CHARITABLE SERVICE

See COMMUNITY AND CHARITABLE SERVICE

#### CHILDREN IN THE WORKPLACE

See VISITORS TO THE WORKPLACE

#### **CLIENT SERVICE**

See CUSTOMER SERVICE

#### CLUB MEMBERSHIPS

Generally, § 6:10

# CODE OF CONDUCT

Generally, § 3:6

Long version, § 3:7

Manager's Reference, § 7:5

#### **COFFEE BREAKS**

See HOURS OF WORK

# COMMUNITY AND CHARITABLE SERVICE

Generally, § 6:11

Volunteer Activity Form, APPA, § A:30

# COMPANY PROPERTY, USE OF

See PROTECTION AND USE OF CORPORATE PROP-ERTY

#### COMPASSIONATE CARE LEAVE

See also PERSONAL DAYS/SICK AND FAMILY RESPONSIBILITY LEAVE

Generally, § 5:23

#### COMPENSATION

See also OVERTIME; SEXUAL ORIENTATION AND GENDER IDENTITY/EXPRESSION

See BENEFITS POLICIES; PAY POLICIES; REIMBURSABLE EXPENSES POLICIES

#### COMPLAINT RESOLUTION PROCEDURES

See DISPUTE RESOLUTION PROCEDURE

#### COMPLIANCE WITH ANTI-SPAM LEGISLATION

Generally, § 5:58

#### **COMPUTER USE**

See E-MAIL, INTERNET AND COMPUTER USE

#### **CONDUCT**

See CODE OF CONDUCT; OFF-DUTY CONDUCT

# **CONFIDENTIAL INFORMATION**

See also PRIVACY

Generally, § 5:40

Confidentiality Agreement, APPA, § A:20

# CONFLICT OF INTEREST

Generally, § 5:38

Manager's Reference, § 7:37

#### CONFLICT RESOLUTION

See DISPUTE RESOLUTION PROCEDURE

# **CONTINUING EDUCATION**

See TRAINING AND DEVELOPMENT

# CONTRACTS OF EMPLOYMENT

See also HIRING PROCEDURE

Generally, § 4:7

Manager's Reference, § 7:9

# CORPORATE CREDIT CARDS

Generally, § 6:15

Corporate Credit Card Agreement, APPA, § A:27

#### CORPORATE CULTURE POLICIES

Code of Conduct, § 3:6

Corporate Philosophy, § 3:5

Mission Statement, § 3:2

Vision and Values, § 3:3

# CORPORATE PHILOSOPHY

See also CORPORATE CULTURE POLICIES Generally, § 3:5

# CORPORATE PHILOSOPHY—Cont'd

Manager's Reference, § 7:5

#### CORRESPONDENCE, GENDER NEUTRAL

See EQUAL OPPORTUNITY

#### **COURT LEAVE**

Generally, § 5:21

# **COVID-19 HEALTH AND SAFETY MEASURES**

Generally, § 5:72

#### CREDIT CARDS

See CORPORATE CREDIT CARDS

#### CREDIT HISTORY CHECK

See BACKGROUND AND CRIMINAL REFERENCE CHECKS

#### CUSTOMER SERVICE

See also AODA CUSTOMER SERVICE STANDARD

Generally, § 5:39

Manager's Reference, § 7:38

#### DATING, EMPLOYEE

See also RESPECT IN THE WORKPLACE (HARASS-

MENT AND VIOLENCE)

See EMPLOYEE DATING

#### DECLARED EMERGENCIES

COVID-19 Health and Safety Measures, § 5:72

Emergency Leave: Declared Emergencies and Infectious Disease Emergencies, § 5:30

Emergency (Epidemic and Pandemic) Preparedness, § 5:71

# DECORATING WORK AREAS

See NEATNESS OF WORK AREA

#### DIRECTORSHIPS

See CONFLICT OF INTEREST

# DISABILITIES, ACCOMMODATING

See AODA CUSTOMER SERVICE STANDARD; AODA EMPLOYMENT STANDARD; ACCOMMODATING INDIVIDUAL NEEDS

# DISCIPLINE AND TERMINATION POLICIES

See also DISCIPLINE NOTICE; EMPLOYEE DISCIPLINE; RESPECT IN THE WORKPLACE (HARASSMENT AND VIOLENCE); TERMINATION; UNCONSCIOUS BIAS

Generally, § 4:40 to § 4:46

Employee Discipline, § 4:40

Providing References, § 4:44

Resignation from Employment, § 4:46

Retirement, § 4:43

Temporary Layoff, § 4:45

Termination, § 4:42

# DISCIPLINE NOTICE

Generally, APPA, § A:7

# DISCRIMINATION

See also EQUAL OPPORTUNITY; HUMAN RIGHTS POLICIES; RESPECT IN THE WORKPLACE

#### DISCRIMINATION—Cont'd

(HARASSMENT AND VIOLENCE); SEXUAL ORIENTATION AND GENDER IDENTITY/ EXPRESSION; UNCONSCIOUS BIAS

Grounds of, § 4:22, § 4:23

#### DISPUTE RESOLUTION PROCEDURE

See also RESPECT IN THE WORKPLACE (HARASS-MENT AND VIOLENCE)

Generally, § 4:18

Manager's Reference, § 7:13

#### **DIVERSITY MANAGEMENT**

See ACCOMMODATING INDIVIDUAL NEEDS; EQUAL OPPORTUNITY; SEXUAL ORIENTA-TION AND GENDER IDENTITY/EXPRESSION; UNCONSCIOUS BIAS

#### **DOCTOR'S NOTE**

See MEDICAL NOTES; PREGNANCY, PARENTAL AND ADOPTION LEAVE; SICK LEAVE

# DRESS, GROOMING AND PERSONAL HYGIENE

(See also SEXUAL ORIENTATION AND GENDER IDENTITY/EXPRESSION)

Generally, § 5:34 Long version, § 5:35

Manager's Reference, § 7:34

#### **DRESS CODE**

See also SEXUAL ORIENTATION AND GENDER IDENTITY/EXPRESSION

See DRESS, GROOMING AND PERSONAL HYGIENE

# DRINKING AT WORK

See ALCOHOL AND DRUG USE

# **DRIVER'S LICENCE**

Generally, § 5:43

# **DRIVING SAFETY**

See also CELLPHONE USE)

Generally, § 5:43

# **DRUG TESTING**

See ALCOHOL AND DRUG USE

# DUES, PROFESSIONAL AND ASSOCIATION

Generally, § 6:10

# **DUTIES, JOB**

See JOB DESCRIPTIONS

# EARLY AND SAFE RETURN TO WORK

Generally, § 4:35

# **EDUCATIONAL LEAVE**

See TRAINING AND DEVELOPMENT

# **EFFECTIVE LEADERSHIP**

Generally, § 7:3

# **ELECTIONS**

Generally, § 5:26

# ELECTRONIC COMMUNICATIONS OUTSIDE OF WORK HOURS

Generally, § 5:68

# **ELECTRONIC MONITORING**

Generally, § 4:17

#### E-MAIL, INTERNET AND COMPUTER USE

See also BUSINESS ETIQUETTE; ELECTRONIC COM-MUNICATIONS OUTSIDE OF WORK HOURS; SOCIAL MEDIA

Generally, § 5:42

Internet and Email Usage Agreement, APPA, § A:23

Manager's Reference, § 7:39

# EMERGENCY (EPIDEMIC AND PANDEMIC) PREPAREDNESS

Generally, § 5:71

COVID-19 Health and Safety Measures, § 5:72

Emergency Leave: Declared Emergencies and Infectious Disease Emergencies, § 5:30

# EMERGENCY PREPAREDNESS AND RESPONSE PLAN

Generally, § 5:24

#### EMPLOYEE ABSENCE REPORT

Generally, APPA, § A:11

# EMPLOYEE ACKNOWLEDGEMENT

Generally, APPA, § A:2

#### EMPLOYEE ASSISTANCE PROGRAM

See also ACCOMMODATING INDIVIDUAL NEEDS

Generally, § 6:9

Manager's Reference, § 7:44

# **EMPLOYEE CONDUCT**

See CODE OF CONDUCT; MAINTAINING A POSI-TIVE WORK ENVIRONMENT; OFF-DUTY CONDUCT

# EMPLOYEE DATING

See also RESPECT IN THE WORKPLACE (HARASS-MENT AND VIOLENCE)

Generally, § 4:27

Manager's Reference, § 7:21

# EMPLOYEE DISCIPLINE

Generally, § 4:40

Discipline Notice, APPA, § A:7

Long version, § 4:41

Manager's Reference, § 7:22

# EMPLOYEE DISCOUNTS AND PURCHASE PLANS

Generally, § 6:16

#### EMPLOYEE EXPENSE REPORT

Generally, § 6:14

# EMPLOYEE FEEDBACK

Generally, § 4:19

Manager's Reference, § 7:14

Peer Recognition Award Nomination, APPA, § A:19

EMPLOYEE LOAN AGREEMENT

Generally, APPA, § A:28

EMPLOYEE MEDICAL REPORT

Generally, APPA, § A:17

EMPLOYEE RELATIONS POLICIES

See also PEER RECOGNITION AWARD NOMINATION

Generally, § 4:18 to § 4:21 Bulletin Boards, § 4:21

Dispute Resolution Procedure, § 4:18

Employee Feedback, § 4:19

Privacy, § 4:19

EMPLOYEE RESOURCE GROUPS

Generally, § 4:37

**EMPLOYEE SHARES** 

Generally, § 6:7

**EMPLOYEE SUGGESTION PROGRAMS** 

See EMPLOYEE FEEDBACK

**EMPLOYER FILES, ACCESS TO** 

Generally, § 5:44

**EMPLOYMENT CONTRACTS** 

See HIRING PROCEDURE

**EMPLOYMENT EQUITY** 

See EQUAL OPPORTUNITY

EMPLOYMENT MANAGEMENT

See also RECRUITMENT AND SELECTION POLICIES; PERFORMANCE MANAGEMENT POLICIES; EMPLOYEE RELATIONS POLICIES;

HUMAN RIGHTS POLICIES; DISCIPLINE AND TERMINATION POLICIES

Essential Workers, § 4:10

**ENTERTAINMENT EXPENSES** 

Generally, § 6:14

ENVIRONMENTAL RESPONSIBILITY

Generally, § 5:55

ENVIRONMENTAL SENSITIVITY

Generally, § 5:57

EPIDEMIC PREPAREDNESS

See DECLARED EMERGENCIES

**EQUAL OPPORTUNITY** 

See also EMPLOYEE ASSISTANCE PROGRAM; RESPECT IN THE WORKPLACE (HARASSMENT

RESPECT IN THE WORKPLACE (HARASSMEN AND VIOLENCE)

parally \$ 4.22 \$ 5.14 \$

Generally, § 4:22, § 5:14, § 6:6

Manager's Reference, § 7:15

EQUAL PAY REGARDLESS OF EMPLOYMENT STATUS

Generally, § 6:5

**ESSENTIAL WORKERS** 

Generally, § **4:10** 

ETIQUETTE IN OPEN WORK SPACES

See also BUSINESS ETIQUETTE

Generally, § 5:70

**EVALUATION OF TRAINING PROGRAM** 

Generally, APPA, § A:18

**EXIT INTERVIEW** 

Generally, APPA, § A:21

EXPENSE ALLOWANCE

Generally, § 6:14

EXPENSE REPORT

Generally, APPA, § A:13

**EXPENSES, BUSINESS** 

See BUSINESS EXPENSES

EXPENSES, REIMBURSABLE

See REIMBURSABLE EXPENSES POLICIES

**EXTENDING PROBATIONARY PERIODS** 

See PROBATIONARY PERIOD

FAIR COMPETITION AND ANTITRUST

Generally, § 5:61

FAMILY MEDICAL LEAVE

See COMPASSIONATE CARE LEAVE

FAMILY RESPONSIBILITY LEAVE

See PERSONAL DAYS/SICK AND FAMILY RESPONSIBILITY LEAVE; SICK/PERSONAL

DAYS

FLEXIBLE WORK ARRANGEMENTS

See FLEXTIME; TELEWORK

FLEXTIME

Generally, § 5:2

FORCE OF POLICIES

Generally, § 3:10

**FORMS** 

Authorization to Release Health Care Information, APPA, § A:31

Confidentiality Agreement, APPA, § A:20

Corporate Credit Card Agreement, APPA, § A:27

Discipline Notice, APPA, § A:7

Employee Absence Report, APPA, § A:11

Employee Acknowledgement, APPA, § A:2

Employee Loan Agreement, APPA, § A:28

Employee Medical Report, APPA, § A:17

Evaluation of Training Program, APPA, § A:18

Exit Interview, APPA, § A:21

Expense Report, APPA, § A:13

Internal Disclosure Report, APPA, § A:29

Internet and Email Usage Agreement, APPA, § A:23

Leave of Absence Request, APPA, § A:22

Letter to Physician Requesting Additional Information,

APP A, § A:16

Notice of Lateness, APPA, § A:25

Notice of Resignation, APPA, § A:24

Orientation Checklist, APPA, § A:3

#### FORMS—Cont'd

Overtime Log, APPA, § A:10

Peer Recognition Award Nomination, APPA, § A:19 Performance Improvement Plan, APPA, § A:14 Probationary Employee Evaluation, APPA, § A:4

Reference Check, APPA, § A:8

Reference Check Releases, APPA, § A:9

Return to Work Plan and Accommodation Agreement, APPA, § A:32

Salary Advance Requisition, APPA, § A:26

Staff Training and Development Requisition, **APPA**, § **A:5** 

Vacation Request, APPA, § A:12

Volunteer Activity Form, APPA, § A:30

Workplace Respect Complaint, APPA, § A:6

Workplace Respect Complaint: Investigation Plan, APPA, § A:15

Workplace Respect Complaint: Investigation Report, APP A, § A:33

Workplace Respect Complaint: Memo to Complainant (Harassment Found), APPA, § A:34

Workplace Respect Complaint: Memo to Complainant (No Harassment Found), APP A, § A:35

#### **FUNDRAISING**

See PERSONAL FUNDRAISING IN THE WORKPLACE

#### **FUNERAL LEAVE**

Generally, § 5:14

#### **GENDER IDENTITY**

See also RESPECT IN THE WORKPLACE (HARASS-MENT AND VIOLENCE)

See SEXUAL ORIENTATION AND GENDER IDENTITY/EXPRESSION

#### GENDER NEUTRAL LANGUAGE

See EQUAL OPPORTUNITY; UNCONSCIOUS BIAS

# GENDER TRANSITION GUIDELINES

Generally, § 4:38

#### **GIFTS**

See CONFLICT OF INTEREST

#### **GIVING REFERENCES**

See REFERENCES, PROVIDING

#### **GOSSIP**

See also CODE OF CONDUCT

See MAINTAINING A POSITIVE WORK ENVIRON-MENT

#### **GRIEVANCE PROCEDURES**

See DISPUTE RESOLUTION PROCEDURE

#### GROOMING

See DRESS, GROOMING AND PERSONAL HYGIENE

# **GROUNDS FOR TERMINATION**

Generally, § 4:42

# **GROUNDS OF DISCRIMINATION**

See also EQUAL OPPORTUNITY

# GROUNDS OF DISCRIMINATION—Cont'd

Generally, § 4:22

#### **GUIDING PRINCIPLES**

See also CODE OF CONDUCT; CORPORATE PHILOS-OPHY

Generally, § 3:3

#### HANDLING CASH

Generally, § 5:66

#### **HARASSMENT**

See RESPECT IN THE WORKPLACE (HARASSMENT AND VIOLENCE)

# HEALTH AND SAFETY

See also ALCOHOL AND DRUG USE; DRIVING SAFETY; HEALTH AND WELLNESS PROGRAM; MAINTAINING A POSITIVE WORK ENVIRON-MENT; NEATNESS OF WORK AREA; OVERTIME; RESPECT IN THE WORKPLACE (HARASSMENT AND VIOLENCE); RIGHT TO REFUSE UNSAFE WORK; SMOKING BREAKS; TELEWORK

Generally, § 5:31

COVID-19 Health and Safety Measures, § 5:71

Manager's Reference, § 7:32

# HEALTH AND WELLNESS PROGRAM

Generally, § 6:13

#### **HEALTH INSURANCE**

Generally, § 6:6

#### HIRING, INTERNAL

See INTERNAL HIRING

# HIRING FAMILY MEMBERS

Generally, § 4:3

#### HIRING PROCEDURE

See also CONTRACTS OF EMPLOYMENT; RECRUIT-MENT AND SELECTION POLICIES; UNCON-SCIOUS BIAS

Generally, § 4:1

Manager's Reference, § 7:6

# **HOLIDAYS**

See also VACATIONS Generally, § 5:5

Substitute, § 5:6

# HOME WORK

See TELEWORK

#### HOSTILE WORK ENVIRONMENT

See RESPECT IN THE WORKPLACE (HARASSMENT AND VIOLENCE)

# HOURS OF WORK

See also FLEXTIME; OVERTIME

Generally, § 5:1

#### **HUMAN RIGHTS POLICIES**

See also ALCOHOL AND DRUG USE; DISCRIMINA-TION; DISPUTE RESOLUTION PROCEDURE; DRESS, GROOMING AND PERSONAL

#### **HUMAN RIGHTS POLICIES—Cont'd**

HYGIENE; INSURANCE BENEFITS; PERSONAL DAYS/SICK AND FAMILY RESPONSIBILITY LEAVE; PREGNANCY, PARENTAL AND ADOPTION LEAVE; RECRUITMENT AND SELECTION POLICIES

Generally, § 4:22 to § 4:39

Accessibility Statement, § 4:34

Accommodating Individual Needs, § 4:25

Accommodation for Menstruation and Menopause Leave Policy, § 4:39

Accommodation of Mental Health Needs, § 4:26

AODA Customer Service Standard, § 4:32

AODA Employment Standard, § 4:33

Breastfeeding, § 4:31

Early and Safe Return to Work, § 4:36

Employee Dating, § 4:27

Employee Resource Groups, § 4:37

Equal Opportunity, § 4:22

Gender Transition Guidelines, § 4:38

Maintaining a Positive Work Environment, § 4:29

Psychological Health and Safety (National Standard Compliance), § 4:36

Racial Discrimination, Combatting, § 7:20

Respect in the Workplace (Federal) (Harassment and Violence), § 4:24

Respect in the Workplace (Harassment and Violence), § 4:23

Sexual Orientation and Gender Identity/Expression, § 4:28 Workplace Violence and Domestic Violence, § 4:30

# HYBRID MODEL OF WORK

Generally, § 5:11

#### **ILLNESS**

See also INFECTIOUS ILLNESSES Generally, § 5:14, § 5:15

# IMMIGRATION LAW COMPLIANCE

Generally, § 5:59

# INAPPROPRIATE LANGUAGE

See CODE OF CONDUCT

# **INCENTIVE PROGRAMS**

Generally, § 6:7

#### INCLEMENT WEATHER

Generally, § 5:22

# INFECTIOUS DISEASES AND VACCINATIONS

Generally, § 5:73

# INFECTIOUS ILLNESSES

Generally, § 5:28

COVID-19 Health and Safety Measures, § 5:72

Emergency Leave: Declared Emergencies and Infectious Disease Emergencies, § 5:30

Emergency (Epidemic and Pandemic) Preparedness, § 5:71

# INSIDER TRADING

See SECURITIES LAWS AND INSIDER TRADING

# **INSURANCE BENEFITS**

Generally, § 6:6

# INTERNAL DISCLOSURE REPORT

Generally, § 5:47, APPA, § A:29 Manager's Reference, § 7:40

# INTERNAL DISPUTE RESOLUTION

See DISPUTE RESOLUTION PROCEDURE

#### INTERNAL HIRING

Generally, § 4:2

#### INTERNAL MEETINGS

Generally, § 5:64

#### INTERNET, USE OF

See E-MAIL, INTERNET AND COMPUTER USE

#### **INTERVIEWING**

See also HIRING PROCEDURE; UNCONSCIOUS BIAS Generally, § 7:6

# **INVENTIONS**

See OWNERSHIP OF INVENTIONS

# **JEWELLERY**

See DRESS, GROOMING AND PERSONAL HYGIENE

#### JOB ABANDONMENT

See also LEAVE OF ABSENCE See REPORTING ABSENCES

#### JOB ADVERTISEMENTS

See HIRING PROCEDURE

#### JOB DESCRIPTIONS

See also UNCONSCIOUS BIAS

Generally, § 4:14

Manager's Reference, § 7:10

# **JOB POSTING**

Generally, § 4:2

# JOB SHARING

Generally, § 5:8

Manager's Reference, § 7:27

#### JURISDICTIONAL CHARTS

Bereavement Leave, § 5:20

Compassionate Care Leave, § 5:23

Court Leave, § 5:21

Hours of Work, § 5:1

Legal Definition of Workplace Harassment, § 4:23

Notice of Termination, § 4:42

Overtime, § 5:4

Pay Equity, § 6:4

Pregnancy, Parental and Adoption Leave, § 5:19

Probationary Periods, § 4:5

Protected Grounds of Discrimination, § 4:22

Retirement, § 4:43

Sick Leave and Personal or Family Responsibility Leave, § 5:16

Statutory Holidays, § 5:5

Time to Employees for Voting, § 5:26

#### JURISDICTIONAL CHARTS—Cont'd

Vacations with Pay, § 6:8

#### JURY DUTY

Generally, § 5:21

# JUST CAUSE FOR DISMISSAL

See EMPLOYEE DISCIPLINE; TERMINATION

# LANGUAGE, INAPPROPRIATE

See CODE OF CONDUCT

#### **LATENESS**

Generally, § 5:12

Notice of Lateness, APPA, § A:25

#### LAYOFF

Generally, § 4:45

#### LEADERSHIP, EFFECTIVE

See EFFECTIVE LEADERSHIP

#### LEAVE OF ABSENCE

See also MILITARY RESERVIST LEAVE; PERSONAL DAYS/SICK AND FAMILY RESPONSIBILITY LEAVE

Generally, § 5:18

Emergency Leave: Declared Emergencies and Infectious Disease Emergencies, § 5:30

Leave of Absence Request, APPA, § A:22

# LENGTH OF SERVICE AND SENIORITY

Generally, § 4:8

# LETTER TO PHYSICIAN REQUESTING ADDITIONAL INFORMATION

Generally, APPA, § A:16

#### LOANS, EMPLOYEE

See PAYMENT OF WAGES

#### LUNCH BREAK

See HOURS OF WORK

# MAINTAINING A POSITIVE WORK ENVIRONMENT

Generally, § 4:29

#### MANAGER'S REFERENCE MANUAL

About, § 7:1, § 7:2

Accommodating Special Needs, § 7:15

Alcohol and Drug Use, § 7:33

Attendance and Punctuality, § 7:28

Code of Conduct, § 7:5

Conflict of Interest, § 7:37

Contracts of Employment, § 7:9

Corporate Philosophy, § 7:5

Customer Service, § 7:38

Customizing, § 7:1

Dispute Resolution, § 7:13

Dress, Grooming and Personal Hygiene, § 7:34

Effective Leadership, § 7:3

E-mail, Internet and Computer Use, § 7:39

Employee Assistance Program, § 7:44

Employee Dating, § 7:21

Employee Discipline, § 7:22

# MANAGER'S REFERENCE MANUAL—Cont'd

Employee Feedback, § 7:14

Equal Opportunity, § 7:15

Family Status Accommodation, § 7:18

Health and Safety, § 7:32

Hiring Procedure, § 7:6

Job Descriptions, § 7:10

Job Sharing, § 7:27

Managing Mental Health in the Workplace, § 7:16

Mental Health Accommodation, § 7:17

Mission, § 7:4

Neatness of Work Area, § 7:36

Orientation of New Employees, § 7:7

Overtime, § 7:26

Performance Evaluations, § 7:11

Personal Days, § 7:29

Pregnancy, Parental and Adoption Leave, § 7:31

Probationary Period, § 7:8

Protection and Use of Corporate Property, § 7:39

Protection of Property, § 7:35

Providing References, § 7:24

Remote, Flexible and Hybrid Work Arrangements, § 7:25

Respect in the Workplace, § 7:19

Safe Ride Procedure, § 7:41

Sample Pages, § 7:1

Sick Leave, § 7:30

Social Media, § 7:42 Termination, § 7:23

Training and Development, § 7:12

Unconscious Bias, § 7:20

Vacations, § 7:43

Vision and Values, § 7:4

# MARRIED EMPLOYEES

Generally, § 4:3

# **MATERNITY LEAVE**

See PREGNANCY, PARENTAL AND ADOPTION LEAVE

# **MEALS**

Generally, § 6:14

# MEDIA RELATIONS

See also CONFLICT OF INTEREST

Generally, § 5:46

# MEDICAL INSURANCE BENEFITS

Generally, § 6:6

#### MEDICAL LEAVE

See ACCOMMODATING INDIVIDUAL NEEDS

# MEDICAL NOTES

Generally, § 5:29

# **MEETINGS**

See BUSINESS ETIQUETTE

# MEMBERSHIP IN ASSOCIATIONS

Generally, § 6:10

# MENTAL HEALTH

See ACCOMMODATING INDIVIDUAL NEEDS; ACCOMMODATION OF MENTAL HEALTH NEEDS; MAINTAINING A POSITIVE WORK ENVIRONMENT

#### **MERIT**

See EQUAL OPPORTUNITY; HIRING PROCEDURE

#### MERITOCRACY, MYTH OF

Generally, § 7:20

#### **MILEAGE**

Generally, § 6:14

# MILITARY RESERVIST LEAVE

Generally, § 5:27

# MISSION STATEMENT

Generally, § 3:2

Manager's Reference, § 7:4

# MOBILE DEVICE USE

See BUSINESS ETIQUETTE; CELLPHONE USE; USE OF PERSONAL DEVICES

# MONITORING, EMPLOYEE COMPUTER USE

See E-MAIL, INTERNET AND COMPUTER USE

#### **MOVING DAYS**

Generally, § 5:14

# MULTICULTURALISM

See EQUAL OPPORTUNITY

# NEATNESS OF WORK AREA

Generally, § 5:37

Manager's Reference, § 7:36

# **NEPOTISM**

Generally, § 4:3

# NON-DISCRIMINATION

See HUMAN RIGHTS POLICIES

# NOTICE OF LATENESS

Generally, APPA, § A:25

# NOTICE OF RESIGNATION

Generally, APPA, § A:24

# NOTICE OF TERMINATION

See TERMINATION

#### **OBTAINING REFERENCES**

See HIRING PROCEDURE; REFERENCES, PROVID-ING

# **OFF-DUTY CONDUCT**

Generally, § 5:60

# **OFFER LETTERS**

See HIRING PROCEDURE

# **OPEN WORK SPACES**

See ETIQUETTE IN OPEN WORK SPACES

# ORGANIZATIONAL INFORMATION POLICIES

Generally, § 3:1 to § 3:9

# ORGANIZATIONAL INFORMATION POLICIES

—Cont'd

A Word About This Handbook, § 3:9

Background and Description of Organization, § 3:1

Code of Conduct, § 3:6

Corporate Philosophy, § 3:5

Mission Statement, § 3:2

Strategic Plan, § 3:4

Vision and Values, § 3:3

#### ORIENTATION PROGRAM

See also HIRING PROCEDURE

Generally, § 4:4

Manager's Reference, § 7:7

Orientation Checklist, APPA, § A:3

#### OUTPLACEMENT COUNSELLING

See TERMINATION

# **OUTSIDE EMPLOYMENT**

See CONFLICT OF INTEREST

# OVERNIGHT ACCOMMODATION

Generally, § 6:14

#### **OVERTIME**

Generally, § 5:4

Manager's Reference, § 7:26

Overtime Log, APPA, § A:10

#### OWNERSHIP OF INVENTIONS

Generally, § 5:48

#### PAID HOLIDAYS

See also VACATIONS

Generally, § 5:5

# PANDEMIC PREPAREDNESS

See DECLARED EMERGENCIES

# PARENTAL LEAVE

See PREGNANCY, PARENTAL AND ADOPTION LEAVE

# **PARKING**

Generally, § 6:14

#### PATERNITY LEAVE

See PREGNANCY, PARENTAL AND ADOPTION LEAVE

# **PAY EQUITY**

Generally, § 6:1, § 6:4

# PAYMENT OF WAGES

Generally, § 6:2

Employee Loan Agreement, APPA, § A:28 Salary Advance Requisition, APPA, § A:26

#### **PAY POLICIES**

See also OVERTIME

Generally, § 6:1 to § 6:5

Equal Pay Regardless of Employment Status, § 6:5

Pay Equity, § 6:4

Payment of Wages, § 6:2

Salary Philosophy, § 6:1

# PAY POLICIES—Cont'd

Time Records, § 6:3

#### **PDA USE**

See BUSINESS ETIQUETTE; CELLPHONE USE; USE OF PERSONAL DEVICES

# PEER RECOGNITION AWARD NOMINATION

Generally, APPA, § A:19

#### PERFORMANCE EVALUATIONS

See also PERFORMANCE MANAGEMENT POLICIES; PROBATIONARY PERIOD; UNCONSCIOUS BIAS

Generally, § 4:15

Manager's Reference, § 7:11

Performance Improvement Plan, APPA, § A:14

#### PERFORMANCE MANAGEMENT POLICIES

Generally, § 4:14 to § 4:17 Job Descriptions, § 4:14 Performance Evaluations, § 4:15 Training and Development, § 4:17

#### PERFORMANCE TESTS

See also HIRING PROCEDURE Generally, § 7:6

#### PERFUME, USE AT WORK

See DRESS, GROOMING AND PERSONAL HYGIENE

# PERSONAL ACTIVITIES

See CONFLICT OF INTEREST; E-MAIL, INTERNET AND COMPUTER USE; PERSONAL FUNDRAIS-ING IN THE WORKPLACE; PROTECTION AND USE OF CORPORATE PROPERTY

# PERSONAL APPEARANCE

See DRESS, GROOMING AND PERSONAL HYGIENE

# PERSONAL DAYS/SICK AND FAMILY RESPONSIBILITY LEAVE

See also ACCOMMODATING INDIVIDUAL NEEDS; SICK/PERSONAL DAYS

Generally, § 5:14

Leave of Absence Request, APPA, § A:22

Manager's Reference, § 7:29

# PERSONAL DIGITAL ASSISTANT USE

See BUSINESS ETIQUETTE; CELLPHONE USE; USE OF PERSONAL DEVICES

# PERSONAL FUNDRAISING IN THE WORKPLACE

Generally, § 5:56

# PERSONAL HARASSMENT

Generally, § 4:23, § 4:24

# PERSONAL USE OF EQUIPMENT AND SUPPLIES

See PROTECTION AND USE OF CORPORATE PROPERTY

# PERSONNEL FILES OR RECORDS, ACCESS TO

Generally, § 5:44

#### POISONED WORK ENVIRONMENT

See RESPECT IN THE WORKPLACE (HARASSMENT AND VIOLENCE)

#### **POLICIES**

Amending, § 1:8
Benefits of having, § 1:1

Bound volumes, § 1:4

Content, § 1:5

Employee Acknowledgement, APPA, § A:2

Enforcing, § 1:7

Final approval of, § 1:4

Form. § 1:4

Formatting, § 1:4

Headers and footers, § 1:4

Implementing, § 1:6

Intranet, and, § 1:4

Introducing, § 1:6

Legal enforceability of, § 1:2

Looseleaf, § 1:4

Maintaining, § 1:8

Manuals, § 1:4

Numbering system, § 1:4

Purpose statement, § 1:4

Revisions to, § 1:5

What to include, § 1:3

Writing style, § 1:5

# POLICY HANDBOOKS

Generally, § 1:4

# POSITION DESCRIPTION

See JOB DESCRIPTIONS

# POSITIVE WORK ENVIRONMENT

See also CODE OF CONDUCT; CORPORATE PHILOS-OPHY; DISPUTE RESOLUTION PROCEDURE; RESPECT IN THE WORKPLACE (HARASSMENT AND VIOLENCE)

See MAINTAINING A POSITIVE WORK ENVIRON-MENT

# PREGNANCY, PARENTAL AND ADOPTION LEAVE

Generally, § 5:19

Manager's Reference, § 7:31

#### PREVENTING HARASSMENT

Generally, § 4:23

#### **PRIVACY**

See also HEALTH AND WELLNESS PROGRAM Generally, § 4:19

#### PROBATIONARY PERIOD

See also HIRING PROCEDURE

Generally, § 4:5

Manager's Reference, § 7:8

Probationary Employee Evaluation, APPA, § A:4

# PROBLEM EMPLOYEES

Generally, § 7:11

# PROFESSIONAL DEVELOPMENT

See TRAINING AND DEVELOPMENT

# PROFESSIONAL MEMBERSHIPS AND ASSOCIATIONS

Generally, § 6:10

# **PROFIT SHARING**

Generally, § 6:7

# PROGRESSIVE DISCIPLINE

See EMPLOYEE DISCIPLINE

#### PROTECTED GROUNDS OF DISCRIMINATION

Generally, § 4:22

# PROTECTION AND USE OF CORPORATE PROPERTY

Generally, § 5:41

Manager's Reference, § 7:39

#### PROTECTION OF PROPERTY

See also SEARCHES

Generally, § 5:36

Manager's Reference, § 7:35

# PROVIDING REFERENCES

See REFERENCES, PROVIDING

#### **PUBLIC APPEARANCES**

See CONFLICT OF INTEREST

#### **PUBLIC HOLIDAYS**

Generally, § 5:5

#### **PUBLIC RELATIONS**

See MEDIA RELATIONS

# **PUNCTUALITY**

Generally, § 5:12

#### RACIAL DISCRIMINATION

See HUMAN RIGHTS POLICIES

#### RACIAL HARASSMENT

See RESPECT IN THE WORKPLACE (HARASSMENT AND VIOLENCE)

#### RACISM, SYSTEMIC

Generally, § 7:20

# **RADIOS**

See NEATNESS OF WORK AREA

#### **RECALL RIGHTS**

See TEMPORARY LAYOFF

# RECORDING CONVERSATIONS

Generally, § 5:69

# RECRUITMENT AND SELECTION POLICIES

Generally, § 4:1 to § 4:12

Background and Criminal Reference Checks, § 4:6

Contracts of Employment, § 4:7

Essential Workers, § 4:10

Hiring Family Members, § 4:3

Hiring Procedure, § 4:1

Human Rights Compliance During Candidate Interviews, § 4:12

Internal Hiring, § 4:2

# RECRUITMENT AND SELECTION POLICIES

-Cont'd

Length of Service and Seniority, § 4:8

Orientation Program, § 4:4

Probationary Period, § 4:5

Succession Planning, § 4:9

Succession Planning Policy with Focus on Diversity, Equity and Inclusion (DE&I) Principles, § 4:13

Temporary Help Agencies and Employees on Work Assignments, § 4:11

# REFERENCES, CHECKING

See also HIRING PROCEDURE

Generally, § 7:6

Reference Check, APPA, § A:8

Reference Check Releases, APPA, § A:9

# REFERENCES, PROVIDING

See also HIRING PROCEDURE

Generally, § 4:44

Manager's Reference, § 7:24

Reference Check, APPA, § A:8

Reference Check Releases, APPA, § A:9

#### REHABILITATION PROGRAM

See ALCOHOL AND DRUG USE

# REIMBURSABLE EXPENSES POLICIES

Generally, § 6:14 to § 6:16

Business Expenses, § 6:14

Corporate Credit Cards, § 6:15

Employee Discounts and Purchase Plans, § 6:16

#### RELATIVES, HIRING

See also CONFLICT OF INTEREST

Generally, § 4:3

# RELEASES FOR REFERENCE CHECKS

Generally, APPA, § A:9

# RELIGION, HARASSMENT BASED ON

See RESPECT IN THE WORKPLACE (HARASSMENT AND VIOLENCE)

# RELIGIOUS LEAVE

See also PERSONAL DAYS/SICK AND FAMILY RESPONSIBILITY LEAVE

Generally, § 5:25

#### REPORTING ABSENCES

Generally, § 5:13

Employee Absence Report, APPA, § A:11

# RESERVIST LEAVE

See MILITARY RESERVIST LEAVE

# RESIGNATION FROM EMPLOYMENT

Generally, § 4:46

Notice of Resignation, APPA, § A:24

# RESPECT IN THE WORKPLACE (FEDERAL) (HARASSMENT AND VIOLENCE)

Generally, § 4:24

# RESPECT IN THE WORKPLACE (HARASSMENT AND VIOLENCE)

See also SOCIAL MEDIA; WORKPLACE VIOLENCE AND DOMESTIC VIOLENCE

Generally, § 4:23

Manager's Reference, § 7:19, § 7:20

Workplace Respect Complaint, APPA, § A:6

Workplace Respect Complaint: Investigation Plan, APPA, § A:15

Workplace Respect Complaint: Investigation Report, APP A, § A:33

Workplace Respect Complaint: Memo to Complainant (Harassment Found), APPA, § A:34

Workplace Respect Complaint: Memo to Complainant (No Harassment Found), APP A, § A:35

#### RESUMES

See HIRING PROCEDURE

# RETIREMENT

Generally, § 4:43

# RETURN OF EQUIPMENT

See TERMINATION

# RETURN TO WORK PLAN AND ACCOMMODATION AGREEMENT

Generally, APPA, § A:32

Telework, § 5:3

# RIGHT TO DISCONNECT

Generally, § 5:10

#### RIGHT TO REFUSE UNSAFE WORK

Generally, § 5:32

#### ROADSIDE ASSISTANCE

Generally, § 6:12

# SAFE RIDE PROCEDURE

Generally, § 5:51

Manager's Reference, § 7:41

# **SALARY ADVANCES**

See PAYMENT OF WAGES

#### SALARY PHILOSOPHY

Generally, § 6:1

# **SALARY REVIEWS**

Generally, § 6:1

# **SAME-SEX BENEFITS**

See also HUMAN RIGHTS POLICIES Generally, § 4:28, § 5:14, § 6:6

# SCHEDULING POLICIES

See also VACATIONS

Generally, § 5:1 to § 5:11

Flextime, § 5:2

Hours of Work, § 5:1

Hybrid Working Environment, § 5:11

Job Sharing, § 5:8

Overtime, § 5:4

Smoking Breaks, § 5:7

# SCHEDULING POLICIES—Cont'd

Statutory Holidays, § 5:5

Telework, § 5:3

Vaccinations, § 5:73

Work Schedules, § 5:9

#### **SCREENING**

See RECRUITMENT AND SELECTION POLICIES

#### **SEARCHES**

Generally, § 5:49

#### SECURITIES LAWS AND INSIDER TRADING

Generally, § 5:62

#### SECURITY OF PROPERTY

See PROTECTION OF PROPERTY

#### **SENIORITY**

See LENGTH OF SERVICE AND SENIORITY

#### **SEX DISCRIMINATION**

See HUMAN RIGHTS POLICIES

#### SEXUAL HARASSMENT

See RESPECT IN THE WORKPLACE (HARASSMENT AND VIOLENCE)

# SEXUAL ORIENTATION AND GENDER IDENTITY/EXPRESSION

See also EMPLOYEE RESOURCE GROUPS; GENDER TRANSITION GUIDELINES; RESPECT IN THE WORKPLACE (HARASSMENT AND VIOLENCE)

Generally, § 4:28

# SICK LEAVE

See also ACCOMMODATING INDIVIDUAL NEEDS; INFECTIOUS ILLNESSES; PERSONAL DAYS/ SICK AND FAMILY RESPONSIBILITY LEAVE; SICK/PERSONAL DAYS

Generally, § 5:15

Employee Medical Report, APPA, § A:17

Letter to Physician, APPA, § A:16

Manager's Reference, § 7:30

Temporary Enhanced, § 5:17

# SICK/PERSONAL DAYS

Generally, § 5:16

# **SMART GOALS**

Generally, § 7:11

#### **SMOKING BREAKS**

Generally, § 5:7

# SOCIAL MEDIA

See also CODE OF CONDUCT; CONFIDENTIAL INFORMATION; E-MAIL, INTERNET AND COMPUTER USE; OFF-DUTY CONDUCT; REFERENCES, PROVIDING; RESPECT IN THE WORKPLACE (HARASSMENT AND VIOLENCE)

Generally, § 5:53

Manager's Reference, § 7:42

# STAFF TRAINING AND DEVELOPMENT REQUISITION

Generally, APPA, § A:5

# STANDARDS OF CONDUCT POLICIES

Generally, § 5:31 to § 5:75 AI Note Taking Policy, § 5:80 Alcohol and Drug Use, § 5:33

Artificial Intelligence (AI) Use Policy, § 5:82

Bring Your Own Device, § 5:67 Business Etiquette Guidelines, § 5:52

Cellphone Use, § 5:45

Compliance with Anti-Spam Legislation, § 5:58

Confidential Information, § 5:40 Conflict of Interest, § 5:38

COVID-19 Health and Safety Measures, § 5:72

Customer Service, § 5:39

Dress, Grooming and Personal Hygiene, § 5:34, § 5:35

Driving Safety, § 5:43

Electronic Communications Outside of Work Hours, § 5:68

E-mail, Internet and Computer Use, § 5:42

Emergency (Epidemic and Pandemic) Preparedness, § 5:71

Environmental Responsibility, § 5:55 Environmental Sensitivity, § 5:57 Etiquette in Open Work Spaces, § 5:70 Fair Competition and Antitrust, § 5:61 Global Positioning System (GPS), § 5:65

Handling Cash, § 5:66 Health and Safety, § 5:31

Heat Stress and Heat-Related Illnesses Prevention Policy, § 5:76

Illegal Labour Practices, § 5:81

Immigration Law Compliance, § 5:59

Infectious Diseases and Vaccinations, § 5:73

Injury Reporting/Workers' Compensation Board Reporting Policy, § 5:79

Internal Disclosure Report, § 5:47

Internal Meetings, § 5:64 Media Relations, § 5:46 Naloxone Policy, § 5:75 Neatness of Work Area, § 5:37 Non-Competition Policy, § 5:78 Non-Solicitation Policy, § 5:77 Off-Duty Conduct, § 5:60

Ownership of Inventions, § 5:48

Personal Fundraising in the Workplace, § 5:56

Personnel Records, § 5:44

Protection and Use of Corporate Property, § 5:41

Protection of Property, § 5:36 Recording Conversations, § 5:69 Right to Refuse Unsafe Work, § 5:32

Safe Ride Procedure, § 5:51

Searches, § 5:49

Securities Laws and Insider Trading, § 5:62

Social Media, § 5:53

Surreptitious Recordings Policy, § 5:83

Travel, § 5:54

# STANDARDS OF CONDUCT POLICIES—Cont'd

Use of Personal Devices, § 5:63 Visitors to the Workplace, § 5:50 Washroom access, § 5:74

# STATUTORY HOLIDAYS

Generally, § 5:5

#### STOCK OPTIONS

Generally, § 6:7

#### STRATEGIC PLAN

Generally, § 3:4

# SUBSIDIES, TRAINING

See TRAINING AND DEVELOPMENT

# SUBSTANCE USE AND TESTING

See ALCOHOL AND DRUG USE

# SUBSTITUTE HOLIDAYS

Generally, § 5:6

# SUCCESSION PLANNING

Generally, § 4:9

# SUGGESTION BOXES

See EMPLOYEE FEEDBACK

# **SUMMER HOURS**

See HOURS OF WORK

#### **SUSPENSIONS**

See EMPLOYEE DISCIPLINE

#### **TABLE MANNERS**

See BUSINESS ETIQUETTE

#### **TATTOOS**

See DRESS, GROOMING AND PERSONAL HYGIENE

#### **TAXIS**

Generally, § 6:14

#### **TEAMWORK**

See CODE OF CONDUCT

# **TELECOMMUTING**

See TELEWORK

#### TELEPHONE USE

See BUSINESS ETIQUETTE; CELLPHONE USE; CUSTOMER SERVICE; PROTECTION AND USE OF CORPORATE PROPERTY

# **TELEWORK**

Generally, § 5:3

Temporary Help Agencies and Employees on Work Assignments, § 4:11

#### TEMPORARY LAYOFF

Generally, § 4:45

# **TERMINATION**

Generally, § 4:43

Exit Interview, APPA, § A:21 Manager's Reference, § 7:23

#### TERMS AND RULES OF EMPLOYMENT

See SCHEDULING POLICIES; ATTENDANCE POLICIES; STANDARDS OF CONDUCT POLICIES

# **THEFT**

See PROTECTION OF PROPERTY

#### TIME RECORDS

Generally, § 6:3

#### TRAINING AND DEVELOPMENT

Generally, § 4:16

Evaluation of Training Program, APPA, § A:18

Manager's Reference, § 7:12

Staff Training and Development Requisition, **APPA**, § **A:5** 

#### **TRAVEL**

Generally, § 5:54

#### TRAVEL ALLOWANCES

Generally, § 6:14

# TRIAL PERIOD

See PROBATIONARY PERIOD

#### **TUITION ASSISTANCE**

See TRAINING AND DEVELOPMENT

#### **UNCONSCIOUS BIAS**

Generally, § 7:20

#### **UNIFORMS**

See DRESS, GROOMING AND PERSONAL HYGIENE

# USE OF COMPANY PROPERTY

See PROTECTION AND USE OF CORPORATE PROPERTY

#### **USE OF PERSONAL DEVICES**

See also BRING YOUR OWN DEVICE

Generally, § 5:63

# **VACATION PAY**

See VACATIONS

#### VACATIONS

Generally, § 6:8

Manager's Reference, § 7:43

Substitute, § 5:6

Vacation Request, APPA, § A:12

#### VACCINATIONS AND INFECTIOUS DISEASES

Generally, § 5:73

# **VALUES STATEMENT**

See VISION AND VALUES

# VEHICLE SAFETY

See also PROTECTION OF PROPERTY Generally, § 5:43

#### VIOLENCE, DOMESTIC

See WORKPLACE VIOLENCE AND DOMESTIC VIOLENCE

#### VIOLENCE, WORKPLACE

See WORKPLACE VIOLENCE AND DOMESTIC VIOLENCE

# **VIRUSES, COMPUTER**

See E-MAIL, INTERNET AND COMPUTER USE

# VISION AND VALUES

Generally, § 3:3

Manager's Reference, § 7:4

# VISITORS TO THE WORKPLACE

Generally, § 5:50

#### **VOICE MAIL**

See also CUSTOMER SERVICE

See PROTECTION AND USE OF CORPORATE PROP-ERTY

#### **VOLUNTEER ACTIVITIES**

See COMMUNITY AND CHARITABLE SERVICE; CONFLICT OF INTEREST

#### VOLUNTEER ACTIVITY FORM

Generally, APPA, § A:30

#### WAGES, PAYMENT OF

See PAYMENT OF WAGES

#### WARNINGS

See DISCIPLINE AND TERMINATION POLICIES; EMPLOYEE DISCIPLINE

#### WASHROOM ACCESS

Generally, § 5:74

#### WEATHER, INCLEMENT

See INCLEMENT WEATHER

# WHISTLEBLOWER PROTECTION

See INTERNAL DISCLOSURE REPORT

# WORK AREA, NEATNESS OF

See NEATNESS OF WORK AREA

# WORK ENVIRONMENT

See CODE OF CONDUCT; CORPORATE PHILOSO-PHY; RESPECT IN THE WORKPLACE (HARASS-MENT AND VIOLENCE)

#### **WORKERS, ESSENTIAL**

Generally, § 4:10

#### WORK HOURS

See HOURS OF WORK

# WORKPLACE RESPECT COMPLAINT

Generally, APPA, § A:6

Workplace Respect Complaint: Investigation Plan, APPA, 8 A:15

Workplace Respect Complaint: Investigation Report, APP A, § A:33

Workplace Respect Complaint: Memo to Complainant (Harassment Found), APPA, § A:34

Workplace Respect Complaint: Memo to Complainant (No Harassment Found), APP A, § A:35

# WORKPLACE VIOLENCE AND DOMESTIC VIOLENCE

See also CODE OF CONDUCT; DISPUTE RESOLUTION PROCEDURE; RESPECT IN THE WORKPLACE (HARASSMENT AND VIOLENCE)

# WORKPLACE VIOLENCE AND DOMESTIC VIOLENCE—Cont'd Generally, § 4:30

WORK SCHEDULES
Generally, § 5:9