**RESA-6 Policy Manual**

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| **Section** | **Policy** | **Policy Title** | **Appendix Reference Form** |
| I. Employment (100) | 101  102  103  104  105  106  107  108  109  110  111 | Employment Relationship  Equal Employment Opportunity  Accommodating Employees with Disabilities  Harassment  Business Ethics/Conduct  Employee Physical Examinations  Non-Disclosure  Employment Categories  Background Check  Tuberculosis Test  Certification | 100.0 Acknowledgement Form  100.1, 100.2, 100.3, 100.4, 100.5  100.6 [www.ethics.wv.gov](http://www.ethics.wv.gov)  100.7 |
| II. Employment Process and Related Policies (200) | 201  202  203  204  205  206 | Position Vacancy  Outside Employment  Employment of Family Members  Personnel File  Performance Expectations and Employee Code of Conduct  Performance Evaluation | 200.1  [www.ethics.wv.gov](http://www.ethics.wv.gov) (100.6)  200.2  [www.ethics.wv.gov](http://www.ethics.wv.gov) (100.6)  200.3, 200.4, 200.5 |
| III. Work and Salary Schedules (300) | 301  302  303  304  305  306  307  308 | Salary Administration  Timekeeping  Paydays  Pay Deductions and Setoffs  Work Schedules  Travel Request  Purchase Procedures  Dental/Optical Benefits | 300.1, 300.2  300.3, 300.4, 300.5  300.6  300.7, 300.8 |
| IV. Employee Benefit Programs (400) | 401  402  403  404  405  406  407  408  409  410  411  412  413  414 | Employee Benefits  Holidays  Early Release  Leave Expectations  Annual Leave  Sick Leave Benefits  Bereavement Leave  Jury duty  Witness Duty  Benefits Continuation (COBRA)  Health Insurance  Life Insurance  Liability Insurance  Workers’ Compensation Insurance | 400.1, 400.2, 400.3  400.1, 400.2, 400.3  400.3  400.3  400.3 |
| V. Administrative Procedures (500) | 501  502  503  504  505  506  507  508  509 | Health and Safety  Appearance  Attendance and Punctuality  Job Abandonment  Alcohol and Drugs in the Workplace/Tobacco Control  Telephone Calls/Technology Use  Relationships with Media  Reporting Abuse or Neglect of Children  Employee Grievance Procedure | SB Policy 4373  100.5  500.1  500.3, 500.4  [www.pegb.wv.gov](http://www.pegb.wv.gov) |
| VI. Leaves of Absence (600) | 601  602  603  604 | Unpaid Medical Leave  Unpaid Family Leave  Military Leave  Pregnancy-Related Absences | 400.3  400.3  400.3  400.3 |
| VII. Separation (700) | 701  702  703  704 | Resignation  Retirement  Dismissal  Death | 700.1, 700.2  700.2 |