**RESA-6 Policy Appendix**

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| **Appendix Number** | **Form** | **Policy Number** |
| 100.0100.1100.2100.3100.4100.5100.6100.7 | Employee Acknowledge FormEmployee Harassment Complain FormStudent Harassment Complaint FormAdministrative Investigation FormHarassment Investigation GuideEmployee Warning NoticeWV Ethics LawEmployee Non-Disclosure Agreement | Employee Handbook104104104104104, 503105, 202, 205107 |
| 200.1200.2200.3200.4200.5 | Position VacancyRequest to Review Personnel FileAdministrative/Professional/Supervisory EvaluationService Personnel EvaluationCorrective Discipline | 201204206206206 |
| 300.1300.2300.3300.4300.5300.6300.7300.8 | Time SheetOvertime Time SheetTravel AuthorizationTravel Expense FormCash Advance RequisitionPurchase Order RequestDental Claim FormVision Claim form | 302302306306306307308308 |
| 400.1400.2400.3 | Application to be Absent from WorkHours Out of the Office and Exchange TimeSmartFind Express | 405, 406405, 406405, 406, 407, 408, 409, 601, 602, 603, 604 |
| 500.0500.1500.2500.3500.4 | SB Policy 4373Drug Free Workplace ProceduresDrug Free Workplace Verification StatementEmployee Grievance ProcedureGrievance Form | 501, 505505505509509 |
| 700.1700.2 | Resignation FormExit Interview for Resignation and Retirement | 701701, 702 |