**RESA-6 Policy Appendix**

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| **Appendix Number** | **Form** | **Policy Number** |
| 100.0  100.1  100.2  100.3  100.4  100.5  100.6  100.7 | Employee Acknowledge Form  Employee Harassment Complain Form  Student Harassment Complaint Form  Administrative Investigation Form  Harassment Investigation Guide  Employee Warning Notice  WV Ethics Law  Employee Non-Disclosure Agreement | Employee Handbook  104  104  104  104  104, 503  105, 202, 205  107 |
| 200.1  200.2  200.3  200.4  200.5 | Position Vacancy  Request to Review Personnel File  Administrative/Professional/Supervisory Evaluation  Service Personnel Evaluation  Corrective Discipline | 201  204  206  206  206 |
| 300.1  300.2  300.3  300.4  300.5  300.6  300.7  300.8 | Time Sheet  Overtime Time Sheet  Travel Authorization  Travel Expense Form  Cash Advance Requisition  Purchase Order Request  Dental Claim Form  Vision Claim form | 302  302  306  306  306  307  308  308 |
| 400.1  400.2  400.3 | Application to be Absent from Work  Hours Out of the Office and Exchange Time  SmartFind Express | 405, 406  405, 406  405, 406, 407, 408, 409, 601, 602, 603, 604 |
| 500.0  500.1  500.2  500.3  500.4 | SB Policy 4373  Drug Free Workplace Procedures  Drug Free Workplace Verification Statement  Employee Grievance Procedure  Grievance Form | 501, 505  505  505  509  509 |
| 700.1  700.2 | Resignation Form  Exit Interview for Resignation and Retirement | 701  701, 702 |