Nonacademic Staff HR Policies

This area contains Cornell University's most up-to-date versions of human resource policies for nonacademic, non-bargaining unit staff and supersedes all previous versions.

Additional policies and procedures affecting nonacademic and non-bargaining unit staff can be found in the All Faculty and Staff section and on the University Policy Office website.

Career Development

- Performance Dialogue Policy
- Release Time from Work
- Staff Transfer Policy

Employment Practices

- Conflict of Commitment: Dual Appointment
- Credited Service (see credited service definition)
- Definition of Appointment (Work Status)
- Exit Interview
- Flexibility in the Workplace
- Filling Vacancies
  - Guidelines to Support Filling Vacancies
  - Wage Theft Prevention Act FAQs
- Labor Law Posters
- Personnel Files
- Reference Checking and Information Verification
- Separations

Resolving Staff Concerns

- Discipline
- Probationary Period
- Staff Complaint and Grievance Procedure

Time Away from Work

Excludes academic and bargaining unit staff.

- Time Away from Work Policy (Excluding Academic and Bargaining Unit Staff) (includes Vacation, Holiday Time, Health and Personal Leave, Catastrophic Leave Donation, Funeral Leave, Jury Duty/Court Appearance, Voting Time, Military Leaves of Absence and Military Leave Policy Amendments, Volunteer Firefighter, Emergency Medical Technician,
Wages and Salaries

- Emergency Call-Back
- Inconvenience Pay
- Overtime
- Payroll Deductions
- Meal Periods and Rest Breaks
- Temporary and Casual Appointments
- Time Collection
- Travel Time as Time Worked