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, Emergency Responder Leave, Family Leaves for Staff, Medical Leaves for Staff, Lactation Time Away From Work, Blood Donation Leave)  Also see: *Medical Leaves Benefits* for procedures and forms

**Wages and Salaries**

- **Emergency Call-Back**
- **Inconvenience Pay**
- **Overtime**
- **Payroll Deductions**
- **Salary Structure**
- **Staff Compensation Administration**
- **Meal Periods and Rest Breaks**
- **Temporary and Casual Appointments**
- **Time Collection**
- **Travel Time as Time Worked**