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.

  Also see: **Medical Leaves Benefits** for procedures and forms

Wages and Salaries

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