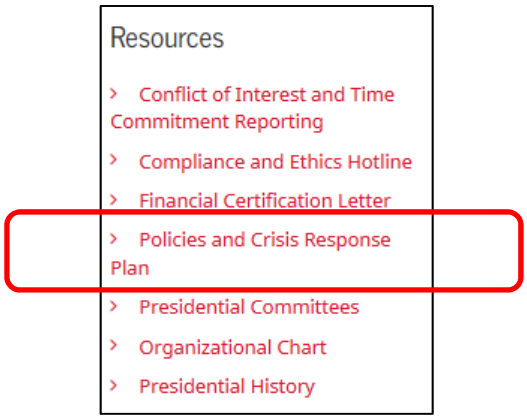
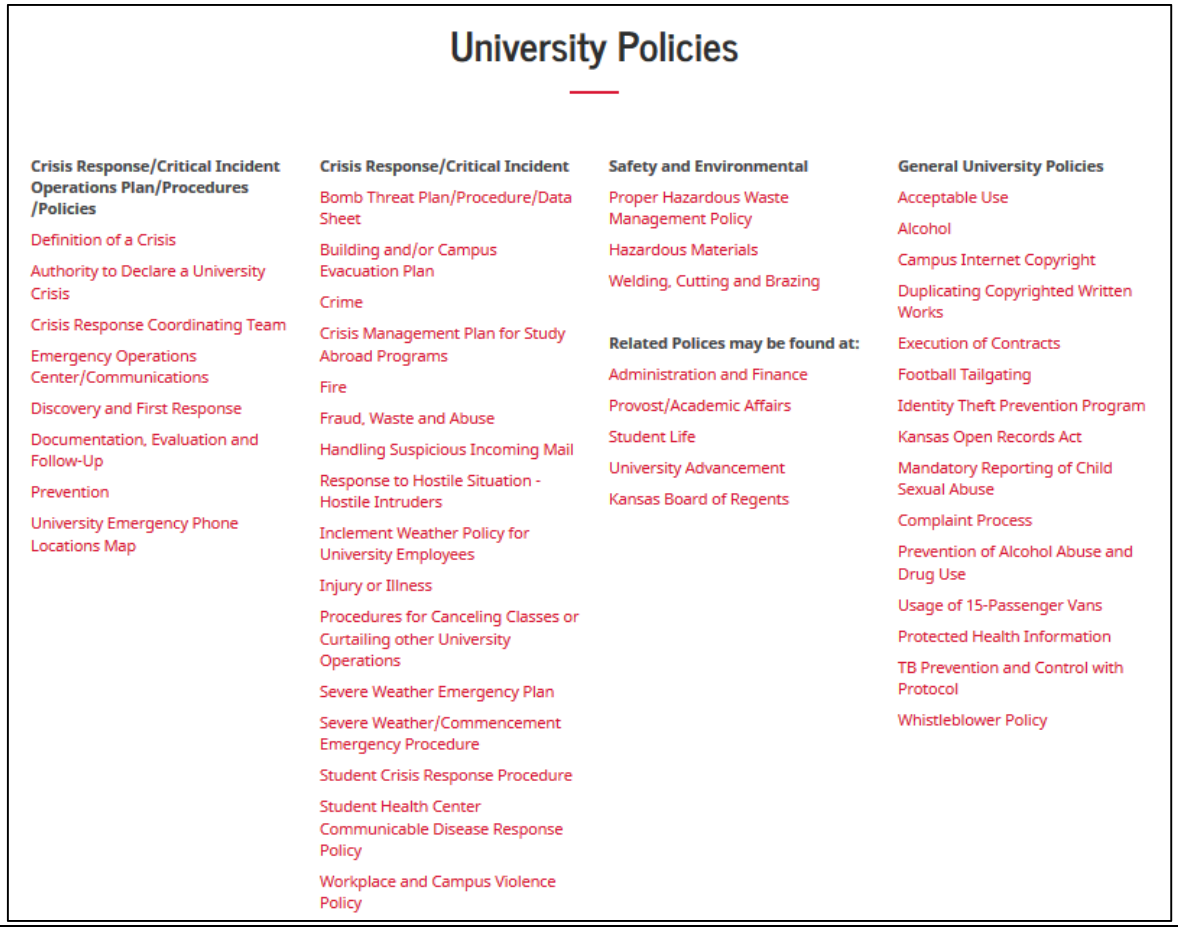
Job Aid

University Policies

This Job Aid walks employees through steps to find University Policies, including information on Employee Benefits and Payroll Information located on the President's Office, Institutional Equity and Human Resource Services webpages.

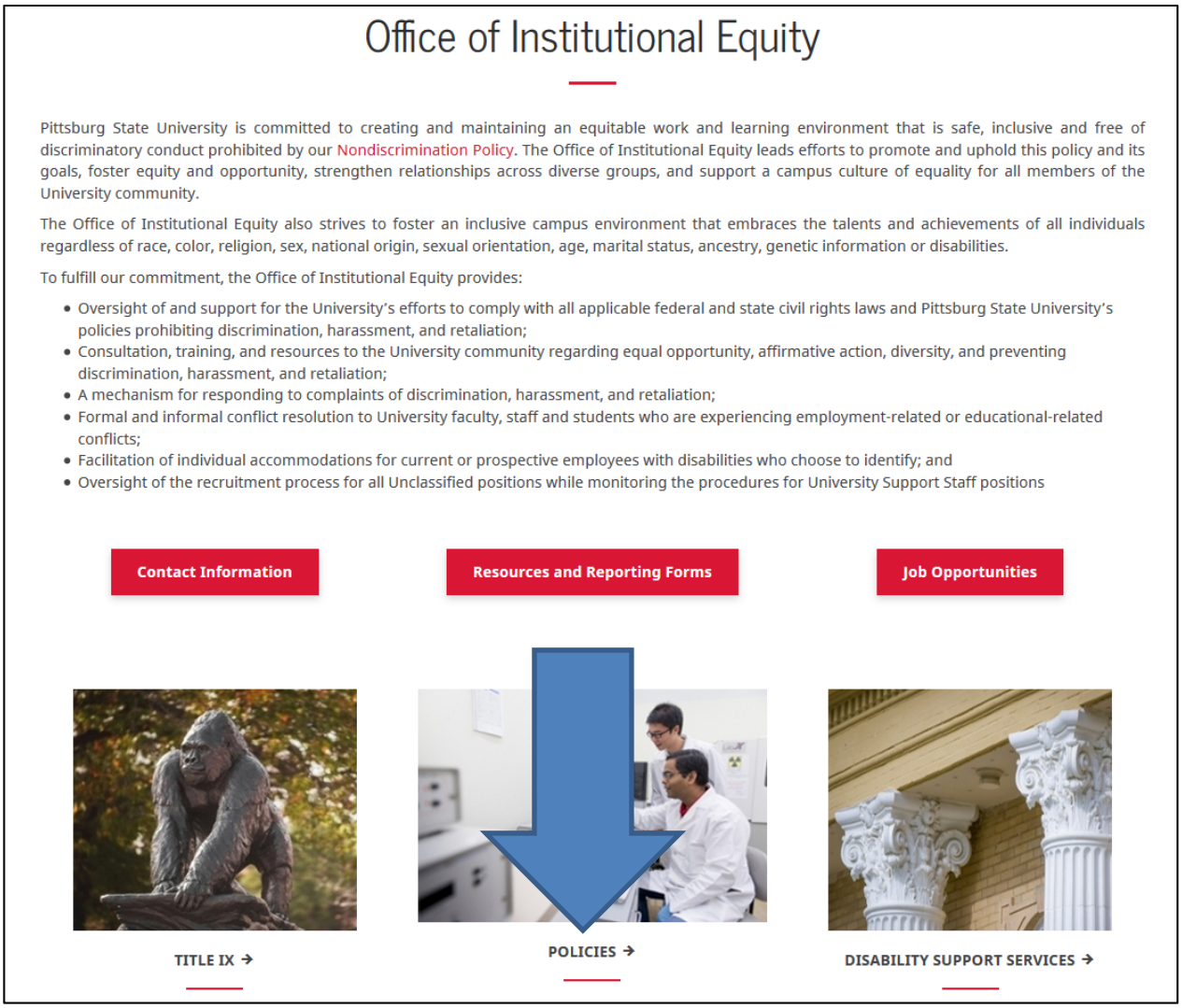
All university employees should read and become familiar with these policies and resource links within 30 days of employment.

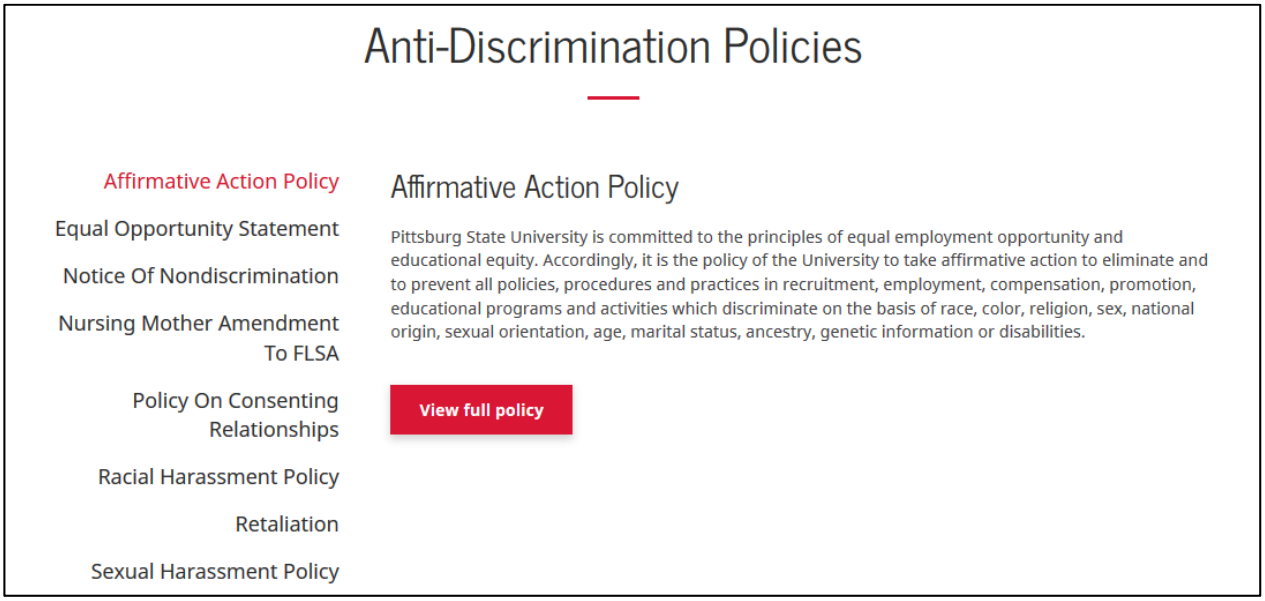
Step	Action
1.	From the Pittsburg State University Home Page – www.pittstate.edu, click on Faculty & Staff. 
2.	On the Faculty and Staff Resources page, scroll down to the About Pittsburg State section, and click on President. 

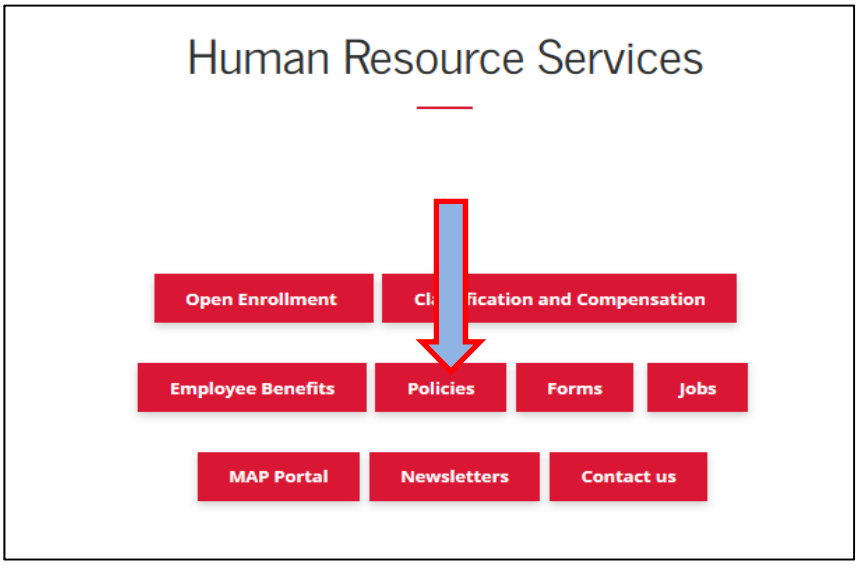
Step	Action
3.	Scroll down to Resources and click on Policies and Crisis Response Plan. 
4.	Read and become familiar with each of the policies and resource links found on this page. Please note that this screenshot is a just a sample of the list of policies which may be updated periodically. 

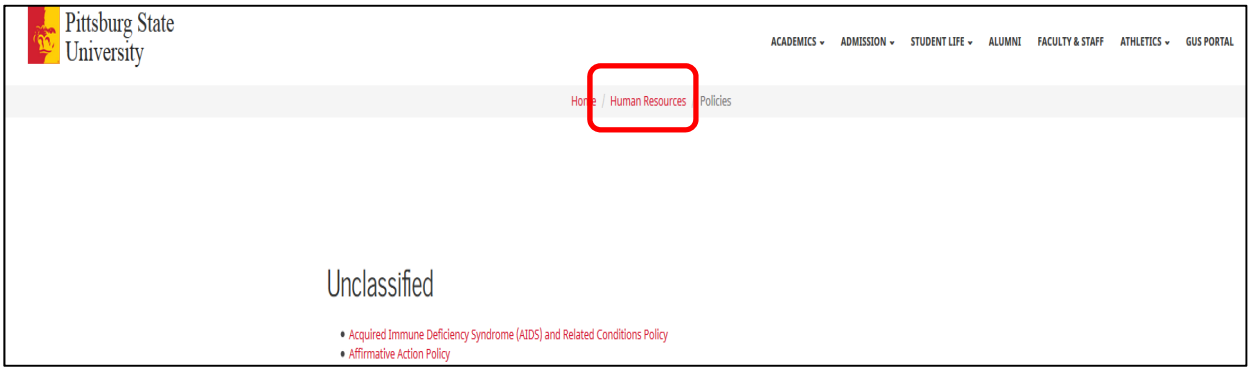
Step	Action
5.	Click on the Faculty & Staff link at the top of the page to return to the Faculty and Staff Resources page to move to the next policy section. 
6.	On the Faculty and Staff Resources page, scroll down to the Personnel Support section, and click on Institutional Equity 

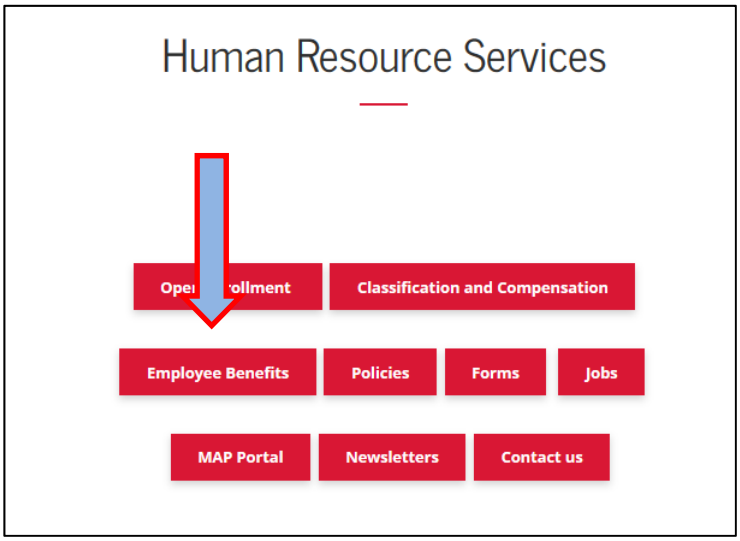
Step	Action
7.	On the Office of Institutional Equity page, scroll down and click on Policies.

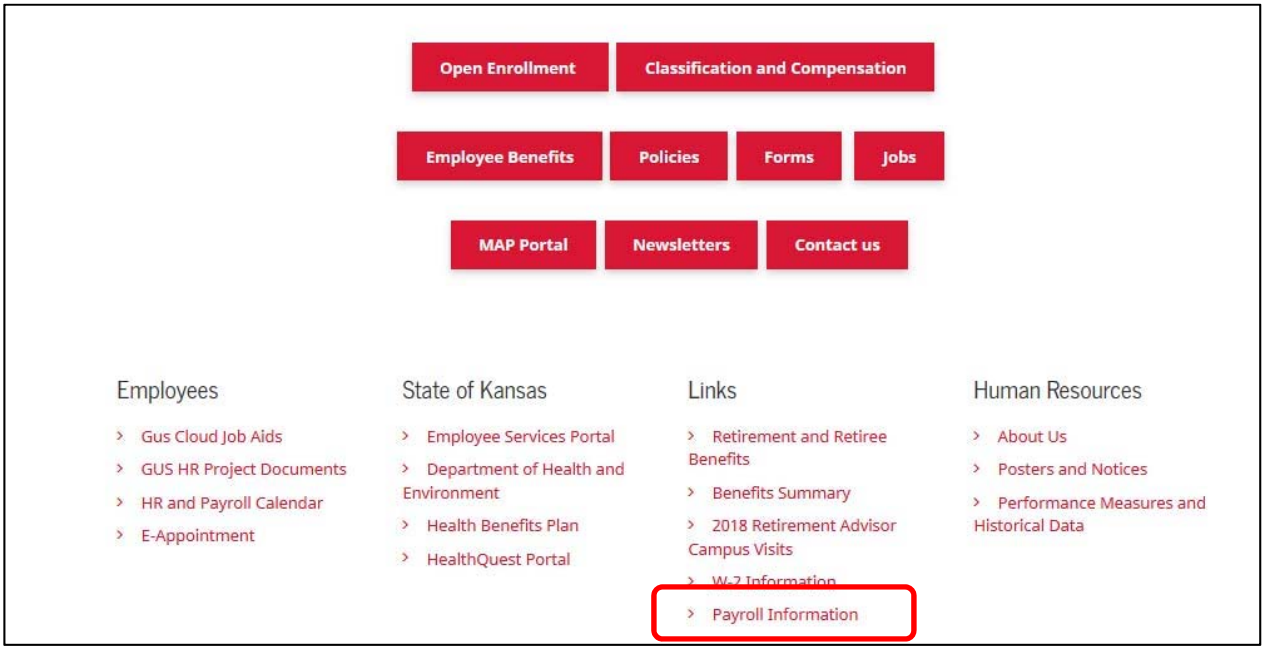


Step	Action
8.	Read and become familiar with each of the policies listed on this page. Please note that this screenshot is a just a sample of the list of policies which may be updated periodically. 
9.	Click on the Faculty & Staff link at the top of the page to return to the Faculty and Staff Resources page to move to the next policy section. 

10.	On the Faculty and Staff Resources page, scroll down to the Personnel Support section, and click on Human Resource Services 
11.	Scroll down to the red boxes and click on Policies. 

12.	Read and become familiar with each of the policies listed on this page. Please note that this screenshot is a just a sample of the list of policies which may be updated periodically. Unclassified • Acquired Immune Deficiency Syndrome (AIDS) and Related Conditions Policy • Affirmative Action Policy • Attendance • Background Check Policy • Canceling Classes or Curtailing Other University Operations • Care and Use of University Property • Clearance Checklist • Compensatory Time Bank • Conflict of Interest (State Level) - Meals, Gifts, Entertainment or Travel University Support Staff • Acquired Immune Deficiency Syndrome (AIDS) and Related Conditions Policy • Affirmative Action Policy • Attendance • Background Check Policy • Call Back Pay • Canceling Classes or Curtailing Other University Operations • Care and Use of University Property • Clearance Checklist • Compensatory Time Bank
13.	Click on Human Resources at the top of the page to return to the Human Resource Services page. 

14.	Scroll down to the red boxes and click on Employee Benefits. 
15.	Read and become familiar with each of the policies listed on this page, including the Family and Medical Leave Act and the Workers Compensation Insurance (How to Report On-the-Job Accidents). Please note that this screenshot is a just a sample of the list of policies which may be updated periodically. Unclassified • 9 Pay 12 Deduction Program • Dental Insurance • Disability Insurance-Long Term • Discretionary Day • Donor Leave • Employee Discount Programs • Employee Paid Optional Group Life Insurance • Employer Provided Life Insurance • Family Medical Leave Act University Support Staff • Dental Insurance • Disability Insurance-Long Term • Disaster Service Volunteer Leave • Discretionary Day • Donor Leave • Employee Discount Programs • Employee Paid Optional Group Life Insurance • Employer Provided Life Insurance • Family Medical Leave Act

16.	Click on Human Resources at the top of the page to return to the Human Resource Services page. 
17.	Scroll down below the red boxes and under Links, click on Payroll Information. 

18.	Read and become familiar with each of the policies listed on this page. Please note that this screenshot is a just a sample of the list of policies which may be updated periodically.

