**RESA-6 Policy Manual**

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| **Section** | **Policy** | **Policy Title** | **Appendix Reference Form** |
| I. Employment (100) | 101102103104105106107108109110111 | Employment RelationshipEqual Employment OpportunityAccommodating Employees with DisabilitiesHarassmentBusiness Ethics/ConductEmployee Physical ExaminationsNon-DisclosureEmployment CategoriesBackground CheckTuberculosis TestCertification | 100.0 Acknowledgement Form100.1, 100.2, 100.3, 100.4, 100.5100.6 [www.ethics.wv.gov](http://www.ethics.wv.gov)100.7 |
| II. Employment Process and Related Policies (200)  | 201202203204205206 | Position VacancyOutside EmploymentEmployment of Family MembersPersonnel FilePerformance Expectations and Employee Code of ConductPerformance Evaluation | 200.1[www.ethics.wv.gov](http://www.ethics.wv.gov) (100.6)200.2[www.ethics.wv.gov](http://www.ethics.wv.gov) (100.6)200.3, 200.4, 200.5 |
| III. Work and Salary Schedules (300) | 301302303304305306307308 | Salary AdministrationTimekeepingPaydaysPay Deductions and SetoffsWork SchedulesTravel RequestPurchase ProceduresDental/Optical Benefits | 300.1, 300.2300.3, 300.4, 300.5300.6300.7, 300.8 |
| IV. Employee Benefit Programs (400) | 401402403404405406407408409410411412413414 | Employee BenefitsHolidaysEarly ReleaseLeave ExpectationsAnnual LeaveSick Leave BenefitsBereavement LeaveJury dutyWitness DutyBenefits Continuation (COBRA)Health Insurance Life InsuranceLiability InsuranceWorkers’ Compensation Insurance | 400.1, 400.2, 400.3400.1, 400.2, 400.3400.3400.3400.3 |
| V. Administrative Procedures (500) | 501502503504505506507508509 | Health and SafetyAppearanceAttendance and PunctualityJob AbandonmentAlcohol and Drugs in the Workplace/Tobacco ControlTelephone Calls/Technology UseRelationships with MediaReporting Abuse or Neglect of ChildrenEmployee Grievance Procedure | SB Policy 4373100.5500.1500.3, 500.4[www.pegb.wv.gov](http://www.pegb.wv.gov) |
| VI. Leaves of Absence (600) | 601602603604 | Unpaid Medical LeaveUnpaid Family LeaveMilitary LeavePregnancy-Related Absences | 400.3400.3400.3400.3 |
| VII. Separation (700) | 701702703704 | ResignationRetirementDismissalDeath | 700.1, 700.2700.2 |