

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

APPENDIX C: FORMS

These forms can be found on the Human Resources Intranet Page

- C-1. Approval for Secondary Employment
- C-2. Compensatory Time – Exempt
- C-3. Compensatory Time – Non-Exempt
- C-4. Tuition Reimbursement
- C-5. Employee Policies Receipt Acknowledgment
- C-6. Exit Interview
- C-7. Leave Request
- C-8. Observed Behavior Form
- C-9. Position Review Request Form
- C-10. Position Interest Form
- C-11. Separation Check List
- C-12. Sick Leave Conversion Election
- C-13. Sick Leave Transfer Request
- C-14. Timesheet – Administrative
- C-15. Timesheet – Non-Exempt
- C-16. Transfer Request Form
- C-17. Vehicle Use Form