

**Wayne State University  
Policy Cross Reference Guide**

POLICY TOPIC	<a href="#">University Statutes</a>	<a href="#">University Policies</a>	<a href="#">Administrative Policies and Procedures Manual (APPM)</a>	<a href="#">Personnel Manual for Non-Represented Employees (NRM)</a>	Other Related Resources (Websites, Job Aids, etc.)
<b>Equal Opportunity</b>	<a href="#">2.28.01 Nondiscrimination/Affirmative Action Policy</a>		<a href="#">3.0.2 Non-discrimination Affirmative Action</a>	<a href="#">3.1 Non-discrimination Administrative Action</a>	<a href="http://oeo.wayne.edu/">http://oeo.wayne.edu/</a>
		<a href="#">05-3 Discrimination And Harassment Complaint Process</a>	<a href="#">3.0.2.1 Complaints</a>		
			<a href="#">3.0.2.1.2 Formal Complaints</a>		
			<a href="#">3.0.2.2 Appeal</a>		
	<a href="#">2.28.06 Sexual Harassment</a>		<a href="#">3.0.4 Sexual Harassment</a>		
		<a href="#">01-5 Sexual Assault (Second Release)</a>			
<b>Safety and Security</b>			<a href="#">9 Safety and Security</a>		
			<a href="#">9.1 Vehicles on Campus Malls, Sidewalks and Lawns</a>		
			<a href="#">9.2 Equipment Security</a>		

**Wayne State University  
Policy Cross Reference Guide**

<b>POLICY TOPIC</b>	<a href="#">University Statutes</a>	<a href="#">University Policies</a>	<a href="#">Administrative Policies and Procedures Manual (APPM)</a>	<a href="#">Personnel Manual for Non-Represented Employees (NRM)</a>	<b>Other Related Resources (Websites, Job Aids, etc.)</b>
<b>Safety and Security (Cont.)</b>			<a href="#">9.3 Safety and Security Devices</a>		
			<a href="#">9.3.1 Crime Prevention/Enforcement</a>		
			<a href="#">9.3.2 Emergencies</a>		
			<a href="#">9.4 Security Alarm Systems</a>		
			<a href="#">9.5 Security Clearance - Warrant Check and Fingerprinting</a>	<a href="#">1.6 Security Clearance</a>	
		<a href="#">99-3 Workplace Violence</a>	<a href="#">9.6 Workplace Violence</a>		
<b>Drug and Alcohol Abuse on Campus</b>	<a href="#">2.20.04 Drug and Alcohol Abuse on Campus</a>				
	<a href="#">Smoke-Free Campus</a>	<a href="#">00-3 Smoke-Free Campus Policy (Second Release)</a>			
<b>University Risk Management</b>		<a href="#">02-7 University Risk Management Policy</a>			
<b>Identification Card</b>				<a href="#">3.6 Identification Card</a>	

**Wayne State University  
Policy Cross Reference Guide**

<b>POLICY TOPIC</b>	<a href="#">University Statutes</a>	<a href="#">University Policies</a>	<a href="#">Administrative Policies and Procedures Manual (APPM)</a>	<a href="#">Personnel Manual for Non-Represented Employees (NRM)</a>	<b>Other Related Resources (Websites, Job Aids, etc.)</b>
<b>Office Hours</b>			New Policy to Be Created	<a href="#">3.10 Office Hours</a>	
<b>Christmas/New Year Closure</b>			New Policy to Be Created	<a href="#">3.2 Christmas/New Year Closure</a>	
<b>Personnel Actions</b>					<a href="http://www.hr.wayne.edu/help/">http://www.hr.wayne.edu/help/</a>
				<a href="#">3.13 Traffic and Parking Regulations</a>	<a href="http://www.deo.wayne.edu/laws.php">http://www.deo.wayne.edu/laws.php</a>
			New Policy to Be Created	<a href="#">1.3 Policy Regarding Employment Relationships</a>	
			New Policy to Be Created	<a href="#">1.4 Federal Labor Laws</a>	
	<a href="#">2.50.03 Approval of Personnel Actions</a>	<a href="#">99-4 Approval Of Personnel Actions (Second Release)</a>	New Policy to Be Created	<a href="#">3.3.2 Employment Reference</a>	
			<a href="#">3.0.1 Approval Of Personnel Action</a>		
			<a href="#">3.0.12 Verification of Employment Eligibility</a>	<a href="#">1.5 Employment Eligibility Certification</a>	
<b>Personnel Actions (Cont.)</b>			<a href="#">3.0.12.1 Verification of Employment Eligibility Bulletin</a>		

**Wayne State University  
Policy Cross Reference Guide**

<b>POLICY TOPIC</b>	<a href="#">University Statutes</a>	<a href="#">University Policies</a>	<a href="#">Administrative Policies and Procedures Manual (APPM)</a>	<a href="#">Personnel Manual for Non-Represented Employees (NRM)</a>	<b>Other Related Resources (Websites, Job Aids, etc.)</b>
		<a href="#">09-1 Mandatory Immunization Records (Second Release)</a>	<a href="#">3.0.18 Employment Advertisements</a>		
		<a href="#">09-2 Tuberculosis Testing</a>	<a href="#">3.0.19 Garnishments, Tax Levies, And Wage Assignments</a>		
			<a href="#">3.0.16 Faculty/Staff Health</a>		
			<a href="#">3.0.16.1 Pre-Employment Evaluation</a>		
			<a href="#">3.0.14 Staff Identification</a>		
			<a href="#">3.0.16.3 Verification of Employee's Health Condition/Fitness to Work</a>		
			<a href="#">3.0.16.4 Annual Screenings</a>		<a href="http://laborrelations.wayne.edu/contracts.php">http://laborrelations.wayne.edu/contracts.php</a>
			<a href="#">3.0.5 Non-Academic Salary Administration</a>		
			<a href="#">3.0.6 Collective Bargaining Agreements</a>		
<b>Personnel Actions (Cont.)</b>			<a href="#">3.0.7 Unemployment Compensation</a>		

**Wayne State University  
Policy Cross Reference Guide**

<b>POLICY TOPIC</b>	<a href="#">University Statutes</a>	<a href="#">University Policies</a>	<a href="#">Administrative Policies and Procedures Manual (APPM)</a>	<a href="#">Personnel Manual for Non-Represented Employees (NRM)</a>	<b>Other Related Resources (Websites, Job Aids, etc.)</b>
			<a href="#">3.0.8 Non-Academic Recruitment</a>		
			<a href="#">3.0.9 Employment of Minors</a>		
			<a href="#">3.0.10 Pre-Employment and Promotional Interviewing</a>		
<b>Student Actions</b>			<a href="#">3.0.17 Student Health Verification Requirement</a>		
			<a href="#">3.0.17.1 Athletic and Upward Bound Eligibility</a>		
			<a href="#">3.0.17.2 Student Emergency Care For Injury And Illness</a>		
			<a href="#">New Policy to Be Created</a>	<a href="#">3.3.1 Student Record</a>	
<b>Employment Practices</b>	<a href="#">2.50.02 Family Employment</a>		<a href="#">3.0.3 Family Employment</a>	<a href="#">1.3 Policy Regarding Employment Relationships</a>	

**Wayne State University  
Policy Cross Reference Guide**

<b>POLICY TOPIC</b>	<a href="#">University Statutes</a>	<a href="#">University Policies</a>	<a href="#">Administrative Policies and Procedures Manual (APPM)</a>	<a href="#">Personnel Manual for Non-Represented Employees (NRM)</a>	<b>Other Related Resources (Websites, Job Aids, etc.)</b>
				<a href="#">3.9 Nepotism (Employment of Relatives)</a>	
<b>Confidentiality</b>		<a href="#">07-02 Confidential Information Policy</a>	New Policy to Be Created	<a href="#">3.3 Confidential Information</a>	
<b>Acceptable Use of Information Technology Resources</b>		<a href="#">00-1 Acceptable Use of Information Technology Resources</a>			
<b>Outside Employment/ Business Relationships</b>		<a href="#">08-1 Conflict Of Interest Disclosure</a>		<a href="#">3.4 Conflict of Interest</a>	
				<a href="#">1.16 Outside Employment</a>	
	<a href="#">2.27.01 Consulting by Executive Officers</a>	<a href="#">02-3 Consulting By Executive Officers</a>	<a href="#">3.0.15 Consulting by Executive Officers</a>	<a href="#">1.15 Consulting</a>	
<b>Position Posting</b>		<a href="#">99-5 Position Posting</a>	<a href="#">3.1 Position Posting</a>		
			<a href="#">3.1.1 Academic Positions- Faculty And Academic Staff</a>		
<b>Position Posting (Cont.)</b>			<a href="#">3.1.2 Other Academic Positions - Non-General Fund Subsidy Condition</a>		

**Wayne State University  
Policy Cross Reference Guide**

<b>POLICY TOPIC</b>	<a href="#">University Statutes</a>	<a href="#">University Policies</a>	<a href="#">Administrative Policies and Procedures Manual (APPM)</a>	<a href="#">Personnel Manual for Non-Represented Employees (NRM)</a>	<b>Other Related Resources (Websites, Job Aids, etc.)</b>
			<a href="#">3.1.3 Non-Academic Positions</a>		
<b>Appointment Process</b>	<a href="#">2.51.01 Appointments, Continuing Tenure, Termination and</a>	<a href="#">00-2 Position Definitions and Terms of Appointment For Titles</a>			
			<a href="#">3.2 Appointment Process</a>	<a href="#">1.1 Appointment Authority</a>	
	<a href="#">2.51.02 Distinguished Service Professor</a>	<a href="#">02-5 Standard Term Of Tenure For Faculty And Academic Staff</a>	<a href="#">3.2.1 Academic Positions - Faculty And Academic Staff</a>	<a href="#">1.2 Appointment Categories</a>	
	<a href="#">2.52.01 Appointments, Tenure, Employment Security Status,</a>	<a href="#">02-6 Re-Employment Of Persons Considered For And Denied Tenure</a>			
		<a href="#">03-2 Position Descriptions And Terms Of Appointment For Non-</a>			
			<a href="#">3.2.2 Non-Academic Positions</a>		
			<a href="#">3.2.3 Temporary Employees (New)</a>		
			<a href="#">3.2.5 Volunteer Faculty</a>		
<b>Appointment Process (Cont.)</b>			<a href="#">3.2.6 Student Assistants</a>		

**Wayne State University  
Policy Cross Reference Guide**

<b>POLICY TOPIC</b>	<a href="#">University Statutes</a>	<a href="#">University Policies</a>	<a href="#">Administrative Policies and Procedures Manual (APPM)</a>	<a href="#">Personnel Manual for Non-Represented Employees (NRM)</a>	<b>Other Related Resources (Websites, Job Aids, etc.)</b>
			<a href="#">3.2.7 College Work Study (CWS)</a>		
			<a href="#">3.2.8 Graduate Assistants</a>		
			<a href="#">3.2.9 Early Retiree (AAUP)</a>		
			<a href="#">3.2.10 Early Retiree Beneficiaries (AAUP)</a>		
			<a href="#">3.2.14 University Graduate Fellows, Doctoral Fellows And Housing Authority Employees</a>		
				<a href="#">3.12 Salary Payment</a>	
				<a href="#">3.12.1 Hours of Work-Overtime Pay</a>	
<b>Attendance</b>			<a href="#">3.0.11 Attendance Standards for Non-Academic Employees and Non-Represented Academic</a>		
<b>Illness Absence</b>				<a href="#">2.2 Illness Days</a>	



**Wayne State University  
Policy Cross Reference Guide**

<b>POLICY TOPIC</b>	<a href="#">University Statutes</a>	<a href="#">University Policies</a>	<a href="#">Administrative Policies and Procedures Manual (APPM)</a>	<a href="#">Personnel Manual for Non-Represented Employees (NRM)</a>	<b>Other Related Resources (Websites, Job Aids, etc.)</b>
				<a href="#">2.2.1 Eligibility and Accrual/Award</a>	
				<a href="#">2.2.2 Reporting Absence Due to Illness</a>	
<b>Other Illness</b>				<a href="#">2.2.4 Pregnancy and Related Illness</a>	
				<a href="#">2.2.5 Mandatory Illness Absence</a>	
<b>Excused Absence w/Pay</b>				<a href="#">2.2.3 Excused Absence With Pay</a>	
<b>Tardiness</b>			<a href="#">3.0.11.1 Tardiness</a>		
			<a href="#">3.0.11.2 Absences</a>		
<b>Leave of Absence</b>			<a href="#">3.3.6 Leave Of Absence (LOA)</a>	<a href="#">2.3 Leaves of Absence</a>	
			<a href="#">3.3.6.1 Assignment To LOA</a>	<a href="#">2.3.2 Personal Leave of Absence Without Pay</a>	
<b>Leave of Absence (Cont.)</b>				<a href="#">2.3.4 Illness Leave of Absence Without Pay</a>	

**Wayne State University  
Policy Cross Reference Guide**

<b>POLICY TOPIC</b>	<a href="#">University Statutes</a>	<a href="#">University Policies</a>	<a href="#">Administrative Policies and Procedures Manual (APPM)</a>	<a href="#">Personnel Manual for Non-Represented Employees (NRM)</a>	<b>Other Related Resources (Websites, Job Aids, etc.)</b>
			New Policy to Be Created	<a href="#">2.3.4.1 Short Term Disability</a>	
			New Policy to Be Created	<a href="#">2.3.5 Military Leave of Absence</a>	
				<a href="#">2.3.6 Additional Provisions for Leaves of Absence Without Pay</a>	
			<a href="#">3.3.6.2 Return From LOA</a>		
			<a href="#">3.3.7 Pay Rate Adjustment</a>		
<b>Other Absence</b>			New Policy to Be Created	<a href="#">3.5 Holidays</a>	
			New Policy to Be Created	<a href="#">3.8 Jury and Court Duty</a>	
<b>Service Years</b>			New Policy to Be Created	<a href="#">1.7 Prior Service Credit</a>	
<b>Adjustments</b>			<a href="#">3.3 Adjustments</a>		

**Wayne State University  
Policy Cross Reference Guide**

POLICY TOPIC	<a href="#">University Statutes</a>	<a href="#">University Policies</a>	<a href="#">Administrative Policies and Procedures Manual (APPM)</a>	<a href="#">Personnel Manual for Non-Represented Employees (NRM)</a>	Other Related Resources (Websites, Job Aids, etc.)
				<a href="#">1.11 Promotion and Transfer</a>	
				<a href="#">1.12 Demotion</a>	
			<a href="#">3.3.1 Additional Service Assignment</a>	<a href="#">1.14 Additional University Assignment</a>	
			<a href="#">3.3.2 Change In Assignment</a>		
			<a href="#">3.3.4 Change In Title</a>		
			<a href="#">3.3.5 Classification (Non-Academic Positions)</a>	<a href="#">1.8 Classification and Compensation</a>	
				<a href="#">1.8.1 Non-Represented Hay Salary Administration Policy</a>	
			<a href="#">3.3.8 Promotion</a>	<a href="#">1.8.2 Promotions and Upward Reclassification</a>	
			<a href="#">3.3.8.1 Promotion: Non-Academic</a>	<a href="#">1.8.2 Promotions and Upward Reclassification</a>	
<b>Adjustments (Cont.)</b>				<a href="#">1.9 Probationary Period</a>	

**Wayne State University  
Policy Cross Reference Guide**

POLICY TOPIC	<a href="#">University Statutes</a>	<a href="#">University Policies</a>	<a href="#">Administrative Policies and Procedures Manual (APPM)</a>	<a href="#">Personnel Manual for Non-Represented Employees (NRM)</a>	Other Related Resources (Websites, Job Aids, etc.)
				<a href="#">1.11 Promotion and Transfer</a>	
			<a href="#">3.3.8.1 Promotion Non-Academic</a>		
			<a href="#">3.3.8.2 Promotion Academic</a>	<a href="#">1.12 Demotion</a>	
			<a href="#">3.3.9 Position Reclassification Non-Academic</a>		
			<a href="#">3.3.9.1 Position Classification Appeal Non Academic</a>		
			<a href="#">3.3.10 Renewal Of Appointment (Academic)</a>		
			<a href="#">3.3.12 Sabbatical Leave</a>		
			<a href="#">3.3.12.1 Application And Assignment</a>		
			<a href="#">3.3.12.2 Return From Sabbatical</a>		
<b>Adjustments (Cont.)</b>			<a href="#">3.3.15 Tenure</a>		

**Wayne State University  
Policy Cross Reference Guide**

<b>POLICY TOPIC</b>	<a href="#">University Statutes</a>	<a href="#">University Policies</a>	<a href="#">Administrative Policies and Procedures Manual (APPM)</a>	<a href="#">Personnel Manual for Non-Represented Employees (NRM)</a>	<b>Other Related Resources (Websites, Job Aids, etc.)</b>
			<a href="#">3.3.16 Transfer</a>		
			<a href="#">3.3.16.1 Transfer: Non-Academic</a>		
			<a href="#">3.3.16.2 Transfer: Academic</a>		
<b>Benefits</b>			<a href="#">3.4 Benefits</a>	<a href="#">2 Benefits</a>	<a href="http://www.wayne.edu/hr/tcw/benefits/">http://www.wayne.edu/hr/tcw/benefits/</a>
			<a href="#">3.4.1 Tuition Assistance</a>	<a href="#">2.5 Tuition Assistance</a>	
			<a href="#">3.4.1.1 Tuition Reduction For Spouse/Children</a>	<a href="#">3.11 Release of Personnel During Business Hours</a>	
	<a href="#">2.55.08 Tax-Sheltered 403(b) Annuity and Custodial Account</a>		<a href="#">3.4.2 University Retirement Program</a>		
			<a href="#">3.3.11 Retirement</a>	<a href="#">4 RETIREMENT</a>	
				<a href="#">4.1 Early Retirement</a>	
<b>Benefits (Cont.)</b>			<a href="#">3.4.3 Cash In Place Of Medical Coverage</a>		

**Wayne State University  
Policy Cross Reference Guide**

<b>POLICY TOPIC</b>	<a href="#">University Statutes</a>	<a href="#">University Policies</a>	<a href="#">Administrative Policies and Procedures Manual (APPM)</a>	<a href="#">Personnel Manual for Non-Represented Employees (NRM)</a>	<b>Other Related Resources (Websites, Job Aids, etc.)</b>
			<a href="#">3.4.4.1 Insurances: Medical, Dental and/or Life Plan Changes</a>	<a href="#">2.1 Insurance</a>	
				<a href="#">2.1.1 Group Dental Insurance Plan</a>	
				<a href="#">2.1.2 Group Life Insurance Plan</a>	
				<a href="#">2.1.3 Long-Term Disability Insurance Plan</a>	
				<a href="#">2.1.4 Group Medical Insurance Program</a>	
			<a href="#">3.4.4.2 Retirement Plan Changes</a>	<a href="#">2.4 Retirement Plans</a>	
				<a href="#">5 Death Benefits</a>	
			<a href="#">3.4.5 Family and Medical Leave Act</a>	<a href="#">2.3.3 Family and Medical Leave Act (Revised May, 2010)</a>	<a href="http://wayne.edu/hr/esc/management-services/fmla.php">http://wayne.edu/hr/esc/management-services/fmla.php</a>
			<a href="#">3.4.5.1 Family and Medical Leave Act – Definitions</a>	<a href="#">2.3.3.1 Family and Medical Leave Act – Definitions (Revised May, 2010)</a>	
<b>Benefits (Cont.)</b>				<a href="#">2.7 Vacation</a>	

**Wayne State University  
Policy Cross Reference Guide**

<b>POLICY TOPIC</b>	<a href="#">University Statutes</a>	<a href="#">University Policies</a>	<a href="#">Administrative Policies and Procedures Manual (APPM)</a>	<a href="#">Personnel Manual for Non-Represented Employees (NRM)</a>	<b>Other Related Resources (Websites, Job Aids, etc.)</b>
				<a href="#">3.15 Workers Compensation</a>	
<b>Employee Development</b>			New Policy to Be Created	<a href="#">1.10 Training and Development</a>	<a href="http://wayne.edu/hr/oed/training.php">http://wayne.edu/hr/oed/training.php</a>
<b>Performance Evaluations/ Assessments</b>			New Policy to Be Created	<a href="#">1.13 Performance Evaluation</a>	<a href="http://wayne.edu/hr/esc/management-services/performance-">http://wayne.edu/hr/esc/management-services/performance-</a>
<b>Progressive Correction</b>				<a href="#">1.17 Progressive Correction Action</a>	Contact Employment Services 313-577-2010 for Non-Represented Employees; Contact Labor Relations 7-2081 for Non-Academic Represented Employees
				<a href="#">1.18 Suspension</a>	
				<a href="#">1.19 Appeals</a>	
				<a href="#">1.19.1 Non-Termination Cases</a>	
<b>Progressive Correction (Cont.)</b>				<a href="#">1.19.2 Termination Cases</a>	

**Wayne State University  
Policy Cross Reference Guide**

<b>POLICY TOPIC</b>	<a href="#">University Statutes</a>	<a href="#">University Policies</a>	<a href="#">Administrative Policies and Procedures Manual (APPM)</a>	<a href="#">Personnel Manual for Non-Represented Employees (NRM)</a>	<b>Other Related Resources (Websites, Job Aids, etc.)</b>
<b>Separation</b>			<a href="#">3.3.13 Separation</a>	<a href="#">1.20 Separation</a>	
			<a href="#">3.3.13.1 Separation: Non-Academic</a>	<a href="#">1.20.1 Resignation</a>	
			<a href="#">3.3.13.2 Separation: Academic</a>	<a href="#">1.20.2 Dismissal</a>	
				<a href="#">1.20.3 Release</a>	
			New Policy to Be Created	<a href="#">1.21 Return of University Property</a>	
<b>Other</b>				<a href="#">3.14 Travel (University Related)</a>	
				<a href="#">3.16 University Name, Stationery, Seal or Mark (Use of)</a>	