

HSA Policy Manual

Section 03 – Personnel

Policy	Title	Last Change
3.1	Affirmative Action/EEO	March 23, 2011
3.2	Workplace Harassment	March 23, 2011
3.3	Attendance and Leave	
	3.3.a – Annual Leave Request	March 23, 2011
	3.3.b – Sick Leave Request	March 23, 2011
	3.3.c – Leave Without Pay	March 23, 2011
	3.3.d – Special Leave Without Pay	March 23, 2011
	3.3.e – Maternity Leave	March 23, 2011
	3.3.f – Family Medical Leave Act	March 23, 2011
	3.3.g – Absence Due to Inclement Weather	March 23, 2011
	3.3.h – Work Schedule	March 23, 2011
	3.3.i – Annual Conversion of Excess Annual Leave	March 23, 2011
	3.3.j – American Red Cross Disaster Leave	March 23, 2011
	3.3.k – Compensatory Time	March 23, 2011
	3.3.l – Irregular Work Schedules	March 23, 2011
3.4	Employee Injured on the Job	March 23, 2011
3.5	Travel/Meals/Lodging Reimbursement for Non-State Employees	March 23, 2011
3.6	Training and Conference Attendance	
	3.6.a – In-State Training	March 23, 2011
	3.6.b – In-State Meeting or Conference	March 23, 2011
	3.6.c – Out-of-State Training, Meeting, or Conference	March 23, 2011
	3.6.d – In-service Training	March 23, 2011
	3.6.e – Certified Professional Secretary (CPS) Review Course and Examination	March 23, 2011
3.7	Employee Practices	
	3.7.a – Submission of Personnel Transactions	March 23, 2011
	3.7.b – New Employees Reporting to Work	March 23, 2011
	3.7.c – Orientation of New Employees	March 23, 2011
	3.7.d – Employment Eligibility Verification	March 23, 2011
	3.7.e – Probationary Period	March 23, 2011
	3.7.f – Performance Evaluations	March 23, 2011
3.8	Disciplinary Actions	
	3.8.a – Issuing Oral and Written Warnings	March 23, 2011
	3.8.b – Removal of Written Warnings	March 23, 2011
3.9	Personnel Files	March 23, 2011
3.10	Personnel Identification	March 23, 2011

Policy	Title	Last Change
3.11	Conflict of Interest	March 23, 2011
3.12	Registration	
	3.12.a – Registration of Volunteers	February 1, 2011
	3.12.b – Registration of Advisory Committee Members	October 15, 2009
3.13	Subpoenas Issued by Courts to Employees of the Bureau of Health Services	March 23, 2011
3.14	Drug-Free Workplace	March 23, 2011
3.15	Official Work Station	March 23, 2011
3.16	TennCare Impartiality Statement	March 23, 2011
3.17	Departing Employee	March 23, 2011
3.18	Purchase of Medical and Related Services through Utilization of the Delegated Purchase Authority	March 23, 2011
3.19	Dress Code	March 23, 2011