Personnel Policies and Procedures Manual is a compilation of East Tennessee State University's basic personnel policies and procedures, and is intended to provide guidance for deans, directors, department heads and other university employees charged with personnel management responsibilities. This manual should also be made readily accessible within each department for use and reference by all university employees (faculty and staff).

The personnel policies and procedures contained within this manual are in compliance with current Tennessee Board of Regents (TBR) policies, and applicable State and Federal laws. These policies and procedures are subject to change through action by the TBR and the administration of the university, and through State and Federal legislation. As changes occur, this manual will be updated. The Office of Human Resources will provide additional clarification of all personnel policies and procedures.

This manual covers the following areas:
- PPP-02 Employment Classification
- PPP-03 Personnel Records
- PPP-04 Equal Employment Opportunity, Affirmative Action and Discrimination
- PPP-05 Pay Procedures
- PPP-06 Resignation and/or Termination
- PPP-07 Outside Employment & Extra Compensation
- PPP-08 Injuries on Campus/Workers' Compensation Program
- PPP-09 Retirement
- PPP-10 Service Award Program
- PPP-11 State Employee Assistance Program
- PPP-12 State Employee Suggestion Award Program
- PPP-13 Educational Benefits
- PPP-14 Days of Administrative Closing
- PPP-15 Longevity Pay
- PPP-17 Annual Leave
- PPP-18 Bereavement Leave
- PPP-19 Civil Leave
- PPP-20 Holidays
- PPP-21 Leave of Absence
- PPP-22 Parental Leave
- PPP-23 Military Leave
- PPP-24 Sick Leave
- PPP-25 Leave Transfer Between the University and State Agencies
- PPP-26 East Tennessee State University Policy Statement on Drug Free Campus
- PPP-27 East Tennessee State University Employee Grievance/Complaint Procedures
- PPP-28 Inclement Weather Policy
- PPP-29 Nepotism Policy
- PPP-30 Harassment - Sexual or Racial
- PPP-32 Compensation Plan Guidelines
- PPP-35 Guidelines for Filling Faculty, Administrative, and Clerical/Support Vacancies
- PPP-36 Employee Performance Evaluation Procedures
- PPP-37 Intellectual Property Policy
PPP-38 Faculty Sick Leave Bank
PPP-39 Non-Faculty Sick Leave Bank
PPP-40 Affirmative Action Complaints
PPP-41 Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP) Examinations
PPP-42 ETSU Health and Safety Program
PPP-43 Animals on Campus
PPP-44 Information Technology Code of Ethics
PPP-45 Americans With Disabilities Act
PPP-46 Family, Medical and Servicemember Leave
PPP-47 Transfer of Sick Leave Between Employees
PPP-48 Employment of Minors
PPP-49 Voting Leave
PPP-50 Volunteers
PPP-51 Drug Testing
PPP-52 Educational Leave
PPP-53 Smoking/Tobacco Use Policy
PPP-54 Policy for Charitable Organization Campaigns and Contributions
PPP-55 Policy on the Access of Guests to ETSU Campus
PPP-56 Disaster Relief Service Leave
PPP-58 Workplace Violence Prevention Policy
PPP-59 Periodic Review of Administrators
PPP-60 Flex-Time
PPP-61 Support Staff Grievance Procedure
PPP-62 Policy on Sexual Orientation
PPP-63 Reduction-in-Force of Non-Tenured Employees
PPP-64 Implementation of Modified Fiscal Year Appointments
PPP-65 Postdoctoral Recruitment and Education (Basic and Clinical Sciences)
PPP-66 Emergency Closure Policy
PPP-67 Interim SARS Policy
PPP-68 Social Security Number Policy
PPP-69 Volunteer Firefighter Service Leave
PPP-70 Progressive Disciplinary Procedures
PPP-71 Reasonable Suspicion Drug Testing for Child Care Workers
PPP-72 Conflict of Interest Disclosure Review Committee
PPP-73 Telecommuting Policy Statement for Non-Faculty Employees
PPP-74 Time Clock Policy Statement for Non-Faculty Employees
PPP-75 Transcript Policy
PPP-76 Employee Stewardship Awards Policy
PPP-77 Background Checks
PPP-80 Discrimination & Harassment - Complaint & Investigation Procedure
PPP-81 Firearms Policy
PPP-82 Indoor Tan-Free Skin Smart Campus Policy: Platinum Level