



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**REVISION
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SUBJECT

GENERAL

SUB-TOPIC

GENERAL POLICY

The procedures contained in this section provide general information regarding Human Resource policies and regulations primarily for employees in the non-teaching classifications of employment. However, "Employee Insurance and Benefits" and other selected sections apply to all UTD employees. The Subject Index notes subjects applicable only to non-teaching employees by the term "Classified Service" after the listed subject.

Exceptions to normal situations are not covered in many cases and, in such instances, the Human Resources Office should be contacted for advice.