

## **General Personnel Policy Statement for Classified Technical, Supervisory and Administrative Employees**

These general principles and policies set forth in the 5000 series are intended to treat CTSA employees in a fair and reasonable manner consistent with applicable State and Federal laws. However, nothing found in this or other policies is intended to increase or diminish any applicable State or Federal requirements regarding employment matters.

The following principles shall govern the conduct of personnel administration:

1. Recruiting, selecting, and advancing employees on the basis of their relative ability, knowledge, and skills, including open consideration of qualified applicants for employment;
2. Providing equitable and adequate compensation;
3. Training employees, as needed to assure high quality performance;
4. Evaluating employees at least yearly to assess adequacy of performance; and
5. Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.