

## **I N D E X**

- 1 Recruitment, selection and hiring of employees**
  - 1.1 Administrative and services personnel
  - 1.2 Faculty by hours (AA)
  - 1.3 Full-Time (PP) and Part-Time (MP) Faculty
- 2 General Benefits (summary)**
  - 2.1 Punctuality Bonus
  - 2.2 Support for transport
  - 2.3 Policies for use of uniforms by female personnel
  - 2.4 Policies for the use of uniforms by service personnel
  - 2.5 Policies regarding lactating
  - 2.6 Vacations payment
  - 2.7 Support for incapacity
- 3 Policies for entry and exit of personnel**
- 4 Social Prevision**
- 5 Policies for Pensions**
- 6 Policies for Savings Fund**
- 7 Policies for Labor Benefits**
  - 7.1 Labor Benefits 1989
  - 7.2 Labor Benefits 1997
- 8 Policies for recognition of years of labor**
- 9 Classes taught by administrative personnel**
- 10 Support for faculty by hours (AA)**
- 11 Employees with scholarships**
- 12 Policies for vehicles**
- 13 Policies for the use of facilities**
- 14 Safety and civil protection**
  - 14.1 Safety Recommendations
  - 14.2 Evacuation Recommendations
  - 14.3 What to do in the case of an earthquake
- 15 Human Resources Formats**