

# **CONSTRUCTION PROCEDURES HANDBOOK**

SECTION I	SUBSECTION E	DATE
GENERAL INFORMATION	DEPARTMENTAL POLICIES AND PROCEDURES	5-28-2019

The Department maintains as Manual of Policies and Procedures. The purpose of this Departmental Manual is to provide uniform policies and procedures to be followed by all employees in their work toward achievement of Department goals. Policies define broad guidelines which are used to achieve desired objectives. Procedures provide the steps necessary to implement approved policies. Contained within the Manual are regulations pertaining to working hours, vacation, sick leave, performance ratings, employee grievances, overtime, correspondence, personal injuries, mileage reimbursement, etc.

Departmental Policies and Procedures are available from the Region Construction Office or by following the link to Policies & Standards on the NJDOT Employee Intranet web page.