

MediaWiki:NavTree

{{#tree:root=Policy Menu|

- [100 Governance and Administration](#)
 - [101 Policy on Policies](#)
 - [102 University Organization and Administration](#)
 - [103 Board of Trustees](#)
 - [103.1 Bylaws](#)
 - [103.2 Audit Committee Charter](#)
 - [103.3 Naming of Facilities and Programs](#)
 - [103.4 Honorary Degrees](#)
 - [104 Facility Use, Solicitation, Distribution of Printed Materials, Unscheduled Public Speaking Areas, and Peaceful Assembly](#)
 - [105 Records](#)
 - [105.1 Records Retention Schedule](#)
 - [105.2 University Archives](#)
 - [105.3 Policy Statement on the Family Educational Rights and Privacy Act of 1974, as Amended](#)
 - [105.5 Identity Theft Prevention Plan](#)
 - [105.6 Public Records Requests](#)
 - [106 Drugs and Alcohol](#)
 - [106.1 Alcoholic Beverages](#)
 - [106.2 Tailgating](#)
 - [107 Substantive Change for Accreditation Purposes](#)
 - [108 Compliance Calendar](#)
- [200 Academic Affairs](#)
 - [201 Faculty Handbook](#)
 - [202 Undergraduate Bulletin](#)
 - [203 Graduate Bulletin](#)
 - [204 Academic Governance Handbook](#)
 - [205 Academic Integrity Code](#)
 - [206 Final Grade Appeal Procedure](#)
 - [207 Intellectual Property Transfer](#)
 - [208 Export Controls Compliance](#)
 - [209 Review of Research Involving Human Subjects](#)
 - [210 Payments to Human Subjects](#)
 - [211 Integrity in Scholarship and Scientific Research](#)
 - [212 Use of Recombinant DNA in Research and Teaching Laboratories](#)
 - [213 Care and Use of Animals for Research Teaching or Demonstration](#)
 - [214 Credit Hour Policy](#)
 - [215 Policy on Internet/Web-Based Courses](#)
 - [216 Human Subject Research Recruitment](#)
 - [217 Export Controls Compliance](#)
 - [218 Policy on Independent Studies](#)
 - [219 Policy on Faculty Workload](#)
 - [220 Facilities and Administrative Cost Policy](#)
 - [221 Buyout Policy for Externally Sponsored Projects](#)
- [300 Public Safety](#)
 - [301 Police](#)
 - [301.1 Special Services](#)
 - [301.2 University Police Services](#)
 - [301.3 Criminal Trespass Warning](#)
 - [301.4 2015 Campus Security and Fire Safety Annual Report](#)
 - [301.5 Bicycle Helmets](#)
 - [302 Emergency Management](#)
 - [302.1 Emergency Management Program](#)
 - [302.2 Communication Guidelines for Emergencies and Campus Issues](#)
 - [302.3 Emergency Operations Plan](#)
 - [302.4 Building Emergency Response Plan Template](#)
 - [302.5 Pandemic Infectious Disease Plan](#)
 - [302.6 International Crisis Management](#)
 - [302.7 Emergency Notification System](#)

- [303 Environmental Health and Safety](#)
 - [303.1 Office of Occupational Safety and Health Introduction](#)
 - [303.2 OSHA Regulations](#)
 - [303.3 Safety Committees](#)
 - [303.4 Personal Protective Equipment](#)
 - [303.5 Accident Reports](#)
 - [303.6 Safety Hazards](#)
 - [303.7 Hazardous Communication Program](#)
 - [303.8 Exposure Control Plan for Bloodborne Pathogens](#)
 - [303.9 Chemical Hygiene Plan](#)
 - [303.10 Open Flame Policy](#)
 - [303.11 Fall Protection Plan](#)
 - [303.12 Respiratory Protection Program](#)
 - [303.13 15-Seat Vans](#)
 - [303.14 Lockout/Tagout Procedures](#)
 - [303.15 Pre-Purchase Review of Products](#)
 - [303.16 Hazardous Chemical Spill Response](#)
 - [303.17 Automated External Defibrillator Protocol](#)
 - [303.18 Safety Inspections](#)
 - [303.19 Fire Prevention and Emergency Action](#)
 - [303.20 Industrial Hygiene Assistance Request Form](#)
 - [303.21 Emergency Telephone Numbers](#)
 - [303.22 Radiation Safety Manual](#)
 - [303.23 Confined Space Program](#)
 - [303.24 Animals On Campus](#)
 - [303.25 Tobacco and Related Product Restrictions on University Property](#)
- [304 Parking and Traffic](#)
 - [304.1 Rules and Regulations](#)
- [400 Students](#)
 - [401 Student Conduct](#)
 - [401.1 Code of Student Conduct](#)
 - [401.2 Harassment and Discrimination](#)
 - [401.3 Student Abuse of Alcohol and Other Drugs](#)
 - [402 Student Organizations](#)
 - [402.1 Student Organization Judicial Review/Discipline Process](#)
 - [402.2 Student Organization Web Sites](#)
 - [402.3 Recognized Student Organization Food Sales](#)
 - [403 Student Health](#)
 - [403.1 Administrative Health Officer](#)
 - [403.2 Rendering Assistance to Students Who Have Attempted Suicide or Who Exhibit Other Life-Threatening Behaviors](#)
 - [403.3 Medical Withdrawals](#)
 - [403.4 Student Death Policy](#)
 - [403.5 Awarding Degrees Posthumously](#)
 - [404 Housing](#)
 - [404.1 Right of Entry/Search and Seizure](#)
 - [405 Miscellaneous Student Policies](#)
 - [405.1 Tunnel Painting](#)
- [500 Business Operations](#)
 - [501 Accounting](#)
 - [501.1 Budget Administration](#)
 - [501.2 Non-Appropriated Budgets](#)
 - [501.3 Account Numbers](#)
 - [501.4 Accounting Terminology](#)
 - [501.5 Funds Verification and Encumbrance Control](#)
 - [501.6 Budget and Expenditure Reports](#)
 - [501.7 Intracampus Billing](#)
 - [501.8 Departmental Bookkeeping](#)
 - [501.9 Contractual Obligations of University Services](#)
 - [501.10 Collection and Write-Off of University Accounts Receivable](#)
 - [501.11 Disbursements](#)
 - [501.12 Direct Payments Policy](#)
 - [501.13 Purchases Through Petty Disbursing Funds](#)
 - [501.14 Backup Withholding Requirements Policy](#)

- [501.15 Fund/Organization \(ORG\) Administration](#)
- [501.16 New Vendor Set Up for Banner Finance](#)
- [501.17 Journal Entry Guidelines](#)
- [501.18 Basic Spending Guidelines by Fund Source](#)
- [501.19 Fixed Asset System](#)
- [501.20 Taxation of Gifts](#)
- [501.21 International and Domestic Wire Transfer](#)
- [501.22 Honorariums](#)
- [502 Bookstore](#)
 - [502.1 Textbook Department](#)
 - [502.2 Merchandise Department](#)
 - [502.3 Paperback Department](#)
 - [502.4 Sporting Goods Department](#)
 - [502.5 Returned Checks](#)
 - [502.6 Desk Copies](#)
 - [502.7 Textbook Rental Policy](#)
 - [502.8 Departmental Charges](#)
- [503 Cashier](#)
 - [503.1 State Policies Regarding the Receipt of Funds](#)
 - [503.2 Receipting and Depositing Funds](#)
 - [503.3 Collection of Cash Outside University Cashier's Office](#)
 - [503.4 Storage and Safeguarding of Funds](#)
 - [503.5 Imprest Change Funds](#)
 - [503.6 Collection of Accounts Receivable](#)
 - [503.7 Collection of Checks Returned for Insufficient Funds](#)
 - [503.8 Payment Card Services Policy](#)
- [504 Central Warehouse](#)
 - [504.1 Warehouse Stock Items](#)
 - [504.2 Central Receiving](#)
 - [504.3 Central Shipping](#)
 - [504.4 Purchasing Items from the Central Warehouse](#)
- [505 Food Services](#)
 - [505.1 APPCARDS](#)
- [506 Payroll](#)
 - [506.1 ASU Payroll Policies](#)
 - [506.2 Manual Check Policy](#)
 - [506.3 ME MN Banner Time Sheet Instructions](#)
 - [506.4 Semi Monthly Payroll Instructions](#)
 - [506.5 Payroll Direct Deposit](#)
 - [506.6 Leave Payout Procedure](#)
 - [506.7 Instructions for Payroll Time Entry Security Requests](#)
- [507 Facilities and Property Management](#)
 - [507.1 Association with other University Departments](#)
 - [507.2 Funding and Types of Services](#)
 - [507.3 Services Provided by the Physical Plant](#)
 - [507.4 Requests for Physical Plant Services](#)
 - [507.5 Emergency Maintenance and Repair Service](#)
 - [507.6 Renovations and Alterations](#)
 - [507.7 Key and Lock Security](#)
 - [507.8 Heating and Cooling/Environmental Control](#)
 - [507.9 Buildings and Grounds Regulations](#)
 - [507.10 University Motor Vehicles](#)
 - [507.11 Recycling Program](#)
 - [507.12 Surplus Property](#)
 - [507.13 Borrowing Computer Equipment](#)
 - [507.14 University Space Management](#)
 - [507.15 Campus Wayfinding and Signage](#)
- [508 Post Office](#)
 - [508.1 University Postal Service](#)
 - [508.2 Campus Mail Service](#)
 - [508.3 U.S. Federal Postal Contract Station](#)
 - [508.4 Addressing Outgoing Mail](#)
 - [508.5 United States Mail Rate Classifications](#)
 - [508.6 Quantity Mailing](#)

- [508.7 Preparing Outgoing Mail](#)
 - [508.8 Processing Bulk Mail](#)
- [509 Purchasing](#)
 - [509.1 Purchasing Office](#)
 - [509.2 Purchase Authorizations](#)
 - [509.3 Solicitation by Salesmen](#)
 - [509.4 Product and Service Demonstrations by Vendors](#)
 - [509.5 State Purchase Contracts](#)
 - [509.6 Solicitation of Bids and Quotations](#)
 - [509.7 Single Source Purchases](#)
 - [509.8 Purchases from Commercial Vendors](#)
 - [509.9 Changes to Purchase Orders](#)
 - [509.10 Correspondence with Vendors](#)
 - [509.11 Return of Merchandise to Vendors](#)
 - [509.12 Purchases from University Facilities](#)
 - [509.13 Emergency Purchases](#)
 - [509.14 Blanket Purchase Orders](#)
 - [509.15 Rental and Lease of Equipment](#)
 - [509.16 Purchase and Rental of Office Machines](#)
 - [509.17 Service Contracts/Maintenance Agreements](#)
 - [509.18 Purchase or Rental of EDP and Computer Related Equipment](#)
 - [509.19 Excise and Sales Tax](#)
 - [509.20 Personal and Professional Service Contracts](#)
 - [509.21 Indefinite Quantity Contracts](#)
 - [509.22 Small Purchases](#)
 - [509.23 Procurement Card Program](#)
 - [509.24 Pre-Payments](#)
 - [509.25 Payments to Students](#)
- [510 Travel, Transportation, and Expense Reimbursements](#)
 - [510.1 Travel and Expense Reimbursement Policy](#)
 - [510.2 Accountable Plan Defined](#)
 - [510.3 Blanket Travel Authorizations](#)
 - [510.4 Third Party Lodging Policy](#)
 - [510.5 Travel Warning Policy](#)
- [511 Printing and Publications](#)
 - [511.1 Printing Responsibilities](#)
 - [511.2 Printing Services and Charges](#)
 - [511.3 Graphic Identity Program](#)
- [600 Human Resources](#)
 - [601 Hiring and Separation](#)
 -
 - - [601.1 SHRA Employee Hiring](#)
 - [601.2 SHRA Employee Merit-Based Recruitment and Selection Plan](#)
 - [601.3 SHRA Employee Requesting Position Actions](#)
 - [601.4 SHRA Employee Separation from Service](#)
 - [601.5 SHRA Employee Terminating Employment](#)
 - [601.6 SHRA Grievance and Appeal](#)
 - [601.7 SHRA Employee Reduction-in-Force](#)
 - [601.8 EHRA Employees](#)
 - [601.9 Student Employees](#)
 - [602 Terms and Conditions of Employment](#)
 - [602.1 Equal Opportunity](#)
 - [602.2 Harassment, Discrimination and Retaliation](#)
 - [602.3 Employee Abuse of Alcohol and Other Drugs](#)
 - [602.4 Use of Software on Non-State Owned Personal Computers](#)
 - [602.5 Age Limitation for Employment and Employee Retention](#)
 - [602.6 Position Management](#)
 - [602.7 Personnel Records and Information Disclosure](#)
 - [602.8 Pay and Compensation](#)
 - [602.9 In-Range Adjustment](#)
 - [602.10 Supplemental Pay](#)
 - [602.11 Employee Responsibilities](#)

- [602.12 Work Schedule](#)
- [602.13 Changes Affecting Employment](#)
- [602.14 Employee Relations](#)
- [602.15 Employee Safety](#)
- [602.16 Disciplinary Action, Suspension and Dismissal](#)
- [602.17 Disciplinary Suspension Without Pay](#)
- [602.18 Demotion](#)
- [602.19 Pre-Disciplinary Conference](#)
- [602.20 Appeal to State Human Resource Commission](#)
- [602.21 Improper Relationships between Students and Employees](#)
- [602.22 Mediation for Faculty and EHRA Administrative Personnel](#)
- [602.23 EHRA Non-Faculty Grievances](#)
- [602.24 Evaluating Staff Employees](#)
- [602.25 Daylight Savings Time](#)
- [602.26 Adverse Weather and Emergency Closing](#)
- [602.27 EHRA Non-faculty Employment](#)
- [602.28 Critical and Essential Staff](#)
- [602.29 On-Call/Emergency Callback Pay](#)
- [602.30 Criminal Background Reports](#)
- [602.31 EHRA Non-Faculty Performance Management](#)
- [602.32 Workplace Violence](#)
- [603 Benefits](#)
 - [603.1 Leave](#)
 - [603.2 Voluntary Shared Leave Program](#)
 - [603.3 Insurance and Retirement Benefits](#)
 - [603.4 Educational Opportunities](#)
 - [603.5 Services to Employees](#)
 - [603.6 Filing the Supervisor's Accident Report Form](#)
 - [603.7 Filing Worker's Compensation Claims](#)
 - [603.8 EPA Benefits](#)
 - [603.9 SHRA Benefits](#)
 - [603.10 Vacation Leave](#)
 - [603.11 Sick Leave](#)
 - [603.12 Leave without Pay Administration](#)
 - [603.13 Holiday Leave Administration](#)
 - [603.14 FMLA Leave Administration](#)
 - [603.15 Family Illness Leave Administration](#)
 - [603.16 Community Service Leave](#)
 - [603.17 Military Service Leave and Differential Pay Procedures](#)
 - [603.18 Emergency Loan Fund](#)
- [604 Conflicts of Interest and Commitment](#)
 - [604.1 Dual Employment](#)
 - [604.2 Processing Dual Employment Assignments](#)
 - [604.3 External Professional Activities of Faculty and Other Professional Staff](#)
 - [604.4 Secondary Employment](#)
 - [604.5 Staff \(SHRA\) Employee Request for Approval to Engage in Outside Work](#)
 - [604.6 Conflict of Interest and Commitment](#)
 - [604.7 Political Activities and Public Office Holding](#)
- [700 Athletics](#)
 - [701 Department of Athletics Policies and Procedures Manual](#)
 - [702 Trademark/Service Mark Licensing](#)
- [800 University Communications](#)
 - [801 Responses to Requests](#)
 - [801.1 Requests for Public Records](#)
 - [801.2 Media Inquiries](#)
 - [801.3 Subpoenas](#)
- [900 Information Technology](#)
 - [901 Use of Computers and Data Communications](#)
 - [902 Statement of Confidentiality](#)
 - [903 Information Security Policy](#)
 - [904 Web Accessibility Standards](#)
 - [905 Computer Lab Policies and Procedures](#)
 - [906 Computer Purchasing Options](#)
 - [907 Open Servers VLAN Policy](#)

- [908 Remote Access Policy](#)
- [909 Network Risk Assessment Policy](#)
- [910 Standards for Purchasing Classroom Technology Equipment](#)
- [911 Trusted Access Policy](#)
- [912 Virtual Private Network \(VPN\) Policy](#)
- [913 General Web Standards](#)
- [914 Wireless Networking Policy and Process](#)
- [915 E-Mail As Official Means of Communication](#)
- [1000 Audits](#)
 - [1001 Financial and Operational Audits](#)
 - [1002 Information Systems Audits](#)
 - [1003 Bank Accounts, Cash Funds, and Investments](#)
 - [1004 Accounting Systems and Procedures](#)
 - [1005 Audit Follow-Up Policy](#)

}}