{{#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