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 Intracampos 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
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