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