Claflin Policies & Procedures

The Claflin University Policies and Procedures Manual includes those policies and procedures that are generally applicable to more than one division or affect one or more constituencies within the University. Internal operational processes of a division or a single office are not within the scope of the manual.

Policies provide assistance in the conduct of University business. Procedures are statements that provide for the orderly implementation of established policies.

This manual is referenced through an index of topics and a table of contents that generally reflect the major organizational divisions of Claflin University. This electronic version of the manual is intended as a tool that is easily accessible to members of the Claflin University family as well as to the general public.

Policies & Procedures

• Fiscal Affairs (100 Series)

  100.01 Travel Policy
  100.02 Grants and Contracts Administration Policy
  100.03 Payroll Policy
  100.04 Credit Cards Policy
  100.05 Stipends for Wireless Communications Policy
  100.06 Enrollment Confirmation Fee Policy
  100.07 Cash Collections Policy

• Human Resources (200 Series)

  200.01 Selection and Hiring Policy
  200.02 Employment Orientation Program Policy
  200.03 Hours of Work and Attendance Policy
  200.04 Background Check: Criminal Convictions and Credit Checks Policy
  200.05 Temporary Employment Policy
200.06 Salary Requirements for Exempt Employees (Salaried Basis) Policy
200.07 Summer Flexible Work Schedule Policy
200.08 Holidays Observation Policy
200.09 Sick Leave Policy
200.10 Vacation Leave Policy
200.11 Use of Vacation Leave and Sick Leave for Sponsored Programs Positions Policy
200.12 Family and Medical Leave Policy
200.13 Leave to Provide Community Service Policy
200.14 Leave to Donate Bone Marrow or Organs Policy
200.15 Nepotism Policy
200.16 Debt Collection and Recovery Policy
200.17 Equal Employment Opportunity Policy
200.18 Harassment Policy
200.19 Termination Policy
200.20 Separation of Employment Policy
200.21 Conflict of Interest Policy
200.22 Alcohol and Drugs Policy
200.23 Workers' Compensation Policy
200.24 E-Verify Policy
200.25 Identification for Employees and Volunteers Policy
200.26 Tuition Remission Policy
200.27 External Employment Policy
200.28 Dual Internal Employment Policy
200.29 Sexual Misconduct and Harassment Policy
200.30 Employment of International Scholars (Immigration) Policy

• **Provost Office (300 Series)**

  300.01 Faculty Handbook
  300.02 Records Retention Policy
  300.03 Textbook Approval Policy

• **Student Development and Services (400 Series)**

  400.01 Compliance with Federal Regulations Regarding Athletics Policy
  400.02 Athletes Drug Testing Policy
  400.03 Bullying Policy and Form
  400.04 Parking Policy
  400.05 Vehicle Parking and Immobilization Policy
  400.06 New Title IX - Policy on Pregnancy

• **Institutional Advancement (500 Series)**

  500.01 Media Relations Policy
  500.02 Endowments Policy
  500.03 Gifts-in-Kind Policy
  500.04 Solicitation and Fund-Raising Policy
  500.05 Website Policy

• **Information Technology (600 Series)**

  600.01 Computer Use Policy
  600.02 Password Policy
  600.03 E-mail Policy
• **Administration (700 Series)**
  
  700.01 Procurement of Goods and Services Manual  
  700.02 Property and Equipment Inventory Policy  
  700.03 Motor Vehicle Policy  

• **General and Miscellaneous (800 Series)**
  
  800.01 Medical Emergency Policy  
  800.02 Tobacco-Free Policy  
  800.03 Policy on Formulation and Issuance of Policies  
  800.04 Candle/Open Flames Policy  
  800.05 Energy Policy