

# Clafin Policies & Procedures

The Clafin 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 Clafin University. This electronic version of the manual is intended as a tool that is easily accessible to members of the Clafin 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