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
  100.02 Grants and Contracts Administration
  100.03 Payroll
  100.04 Credit Cards  
  100.05 Stipends for Wireless Communications
  100.06 Enrollment Confirmation Fee Policy
  100.07 Cash Collections Policy for Distribution
  100.08 Temporary Employment Agreement of Stipend

• 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
  200.07 Summer Flexible Working Schedule
  200.08 Holiday Observances Policy
  200.09 Sick Leave
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200.11 Grant Funded Sick Leave - Vacation Leave
200.12 Family and Medical Leave Act (FMLA)
200.13 Community Service
200.14 Bone Marrow - Organ Donation
200.15 Nepotism
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200.22 Alcohol and Drugs
200.23 Workers’ Compensation
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200:25 Identification for Employees and Volunteers Policy
200.26 Tuition Remission
200:27 External Employment
200.28 Dual Internal Employment
200.29 Sex Discrimination, Including Sexual Harassment, Under Title IX
200.30 Employment of International Scholars
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200.34 Leave Sharing Program
200.35 Workforce Reduction - Layoff Policy
200.36 Maternal - Parental Policy
200.37 COVID Vaccination
200.38 Probationary Period
200.39 Performance Management System
• **Provost Office (300 Series)**
  300.01 Faculty Handbook
  300.02 Records and Retention
  300.03 Textbooks
  300.04 Grade Change
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  300.06 Substitutions and Exemptions
• **Student Development and Services (400 Series)**
  400.01 Compliance with Federal Regulations Regarding Athletics
  400.02 Student Athlete Drug Testing
  400.03 Bullying Policy and Form
  400.04 Parking
  400.05 Vehicle Parking and Immobilization Booting
  400.06 New Title IX - Policy on Pregnancy
  400.07 Service and Assistance Animals
  400.08 Student COVID-19
• **Institutional Advancement (500 Series)**
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  500.03 Gifts-in-Kind
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• **Information Technology (600 Series)**
  600.01 Computer Use
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- **Administration (700 Series)**
  700.01 Procurement of Goods and Services
  700.02 Property and Equipment Inventory
  700.03 Motor Vehicles

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

- **Institutional Effectiveness (900 Series)**
  900.01 Substantive Change
  900.02 Reporting Requirements

- **Sponsored Programs (1000 series)**
  1000.1 Federal Conflict of Interest