

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

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

200.10 Vacation Leave

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

200.16 Debt Collection and Recovery

200.17 Equal Employment Opportunity

200.18 Harassment

200.19 Termination

200.20 Separation of Employment

200.21 Conflict of Interest

200.22 Alcohol and Drugs

200.23 Workers' Compensation

200.24 E-Verify

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

200.31 Relationships Between Employees and Students

200.32 Exempt Employee Policy

200.33 Non-exempt Employee Policy

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

300.05 Incomplete Grade Change

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)**

500.01 Media Relations Policy

500.02 Endowments

500.03 Gifts-in-Kind

500.04 Solicitation and Fundraising

500.05 Website

• **Information Technology (600 Series)**

600.01 Computer Use

600.02 Computer Passwords

600:03 E-mail

- **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