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Policy Making in the Middle: Developing and Implementing Departmental and Institutional Policies

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Elmhurst College Policies

Finance and Administration

General:

- 1.1: **Records Retention**
- 1.1A: **Record Retention Schedule, March 11, 2011**
- 1.2: **Drug-Free Schools and Campuses / Drug Free Workplace Act / Drug Awareness Program**
- 1.3: **Whistleblower Policy**
- 1.4: **Red Flags Rule, Identity Theft Prevention Program**
- 1.5: **Alcoholic Beverage - Serving Guidelines**
- 1.6: **Notary Public Service**

Finance and Accounting:

- 1.7: **Accounting Corrections / Journal Vouchers**
- 1.8: Chart of Accounts
- 1.9: Authorized Signatures
- 1.10: **Check Cashing - Faculty and Staff**

Budget Related Policies and Procedures:

- 1.11: **Budget Preparation - Annual Process**
- 1.12: **Budget Requests - Computer Software and Accessories (A/C# 76104)**
- 1.13: **Budget Requests - Computer Equipment (A/C# 76000)**
- 1.14: **Budget Requests - Furniture and Office Equipment (A/C# 76001)**
- 1.15: **Budget Requests - General Equipment (AC# 76002)**
- 1.16: **Budget Requests - Direct Maintenance Contracts (AC# 67401)**
- 1.17: **Budget Adjustments**
- 1.18: Equipment Substitution Procedures

Purchasing Related Policies and Procedures:

- 1.19: **Sales Tax**
- 1.20: Purchase Orders
- 1.21: **Purchase of Office Supplies**
- 1.22: **Charge Accounts with Local Vendors**
- 1.23: **Purchasing Services**
- 1.24: Purchasing Procedure - Computer Software and Accessories (A/C# 76104)

- 1.25: Purchasing Procedure - Computer Equipment (A/C# 76000)
- 1.26: Purchasing Procedure - Furniture and Office Equipment (A/C# 76001)
- 1.27: Purchasing Procedure - General Equipment (A/C# 67401)

Travel Related Policies and Procedures:

- 1.28: **Travel Advances**
- 1.29: **Travel Expense Reimbursement**
- 1.30: Use of Personal Vehicles for College Business

Billing and Payments:

- 1.31: **Service Department Billing**
- 1.32: **Billing Procedure - External Organizations**
- 1.33: **Payment of Invoices**
- 1.34: **Authorization for Payment**
- 1.35: **Employee Expense Reimbursement**
- 1.36: **Personal Service Payments - Non-Employees**
- 1.37: **Non-Reimbursable Expenses**
- 1.38: **Petty Cash Funds**
- 1.39: Cash, Checks and Other Revenue Processing
- 1.40: Lost / Destroyed Checks - Replacement Process
- 1.41: **Bottled Water / Coffee Service**

Human Resources

Miscellaneous HR Policies and Procedures:

- 1.2: **Drug Free Schools and Campuses**
- 1.3: **Whistleblower Policy**
- 1.4: **Red Flag Rule - Identity Theft Prevention Program**

Employment Policies:

- 2.1: **Equal Employment Opportunity**
- 2.2: **Employment-at-Will Statement**
- 2.3: **Employment of Minors**
- 2.4: **Nepotism**
- 2.5: **Employment of Foreign Nationals**
- 2.6: **Employment of Elmhurst College Students**

Hiring Policies

- 2.7: **Hiring and Placement**
- 2.8: **Diversity Commitment and Serious Search**
- 2.9: **The Float Pool and Use of Temporary Employees through Outside Agencies**
- 2.10: **Testing Applicants for Employment**
- 2.11: **Background Security Check, Employment Physical, Credit Check and Drug Screening**

- 2.12: **Offer of Employment**
- 2.13: **Procedures for New Employees**
- 2.14: **Reimbursement of Travel Expense for Employment Interview and Relocation**
- 2.15: **Internal Transfer**
- 2.16: **Reinstatement of Former Employees**
- 2.17: Not Used

Employment Practices

- 2.18: **Conditions of Work and Personal Conduct**
- 2.19: **Responsibility of Supervisors**
- 2.20: **Performance Review Guidelines**
- 2.21: **Complaint and Grievance Procedures**
- 2.22: **Conflict of Interest**
- 2.23: **Personnel Records**
- 2.24: **Employee Development Resources**
- 2.25: **Employee Assistance Program**
- 2.26: **Violence in the Workplace**
- 2.27: **Non-Discrimination, Non-Harassment**
- 2.28: **Fraud**
- 2.29: **Administrative, Support and Service Staff Service as Adjunct Faculty**

Leave Policies

- 2.30: **Bereavement**
- 2.31: **Holidays**
- 2.32: **Vacation**
- 2.33: **Sick Leave / Personal Leave**
- 2.34: **Prolonged Illness / Injury (Short-Term Disability) for Service and Support Staff**
- 2.35: **Prolonged Illness / Injury (Short-Term Disability) for Faculty and Administrative Staff**
- 2.36: **Leave Provided Under the Family and Medical Leave Act of 1993 - Including Military Emergency and Military Caregiver Leave**
- 2.37: **Paid Parental Leave for Full-Time Administrative and Hourly Employees**
- 2.38: **Paid Leave for Medical Examination and Care and Blood Donation**
- 2.39: **Workers' Compensation**
- 2.40: Not Used
- 2.41: **Jury Duty**
- 2.42: **Military Training Duty Leave**
- 2.43: **Military Leave**
- 2.44: **Religious Observances**
- 2.45: **Paid Parental Leave for Full-Time Faculty**
- 2.46: **Time Off for Voting and Paid Voting Leave**
- 2.47: **Leave of Absence Without Pay**
- 2.48: **Illinois Family Military Leave**
- 2.49: **Victim's Leave (VESSA)**
- 2.50: **School Visitation**

Pay Policies:

- 2.51: **Supervisor's Responsibility in Payroll Matters**
- 2.52: **Implementing Changes in Employment Status**
- 2.53: **Paid Hours, Scheduled Hours, Pay Periods**
- 2.54: **Overtime Pay for Service and Support Staff**
- 2.55: **Making Up Time**
- 2.56: **Release Time and Compensatory Time**
- 2.57: **Snow / Travel Warning Days**
- 2.58: **Rest Periods and Meals**

Termination Policies:

- 2.59: **Retirement**
- 2.60: **Layoff for Lack of Work or Funds**
- 2.61: **Termination for Poor Performance or Failure to Comply with College Policies**
- 2.62: **Termination Procedures**
- 2.63: **Phased Retirement Option for Faculty**
- 2.64: **Medical Insurance Continuation Program**

Wage and Salary Administration:

- 2.65: **Salary Administration Program**
- 2.66: **Annual Salary Review and Determination**

Additional Miscellaneous HR Policies and Procedures:

- 2.67: **Responsible Use of College Computers and Information Systems**
- 2.68: **Disabilities Accommodation for Employees and Applicants**
- 2.69: **Modified Work Programs**
- 2.70: **Benefits Program**
- 2.71: **Privacy of Personal Health Information in Health-Related Benefit Plans (HIPAA)**
- 2.72: **Graduate Tuition Grant**
- 2.73: **Tuition Remission Program**
- 2.74: **Tuition Exchange Program**
- 2.75: **Standards for Contact with Minor Children - Avoiding and Reporting Suspected Abuse and Neglect**
- 2.76: **Benefits Eligibility for Same Sex Domestic Partners**

Information Services

- 3.1: **Network and Internet Access**
- 3.2: Not Used
- 3.3: **Media Center**
- 3.4: **Telephone and Voicemail Service**

Campus Security

- 4.1: **Parking and Vehicle Registration**

- 4.2: **Hazardous Material Management**
- 4.3: **Threat Assessment Team**
- 4.4: **Emergency Notification**
- 4.5: **Key and Access Card Issue**
- 4.6: **Building Access**
- 4.7: **Student Access to Academic Buildings**
- 4.8: **Demonstrations / Disturbances**
- 4.9: **Lost / Stolen / Found Property**
- 4.10: **Weapons Policy**

Student Affairs - Student Accounts

- 5.1: **Student Domestic Co-Curricular Off Campus Travel**
- 5.2: **Privacy - Students (FERPA Policy)**
- 5.3: **Bookstore Charges - Students**
- 5.4: **Check Cashing - Students**
- 5.5: **Payment Methods - Students**
- 5.6: **Early Registration Procedures**
- 5.7: **Collection Procedures - Student Accounts**
- 5.8: **Outside Billing - Tuition Reimbursement Program**
- 5.9: **Withdrawal Schedule**
- 5.10: **Grades**
- 5.11: **Student Billing Procedures**

Facilities Management

- 6.1: **Vehicle Use College-Owned Vehicles**
- 6.2: **Facilities Management Chargeback System**
- 6.3: **Central Printing Shop Services**
- 6.4: **Copy Cards - Institutional / Personal**
- 6.5: **Copy Machine Management and Copy Charges**
- 6.6: **Printing of Non-College Material**
- 6.7: **Printing Orders - Mandatory Processing**
- 6.8: **Supplies Available through Central Printing**

Communications and Public Affairs

- 7.1: **Logo, Seal or Institutional Name Use**
- 7.2: **Communications / Publications Policy**
- 7.3: **Media Relations**
- 7.4: **Copyright Infringement**
- 7.5: **Stationary and Business Cards**

- 7.6: **Political and Campaign Activities**
- 7.7: **Print and Electronic Media**

Development and Alumni Relations

- 8.1: **Fundraising Requests from Non-Development Departments or Organizations**
- 8.2: **Advertising Solicitation**
- 8.3: **Alumni Contact by College Employees**
- 8.4: **Donated Cash and Property**
- 8.5: **Donor Reports**
- 8.6: **Grant Budget Construction**
- 8.7: **Grant Solicitation**
- 8.8: **Matching Gifts**
- 8.9: **Counting and Crediting Gifts and for Naming**