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

Dr. Alzada Tipton
Elmhurst College

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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
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