

# Policies Update

CATS

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# ICONS



# Policy Trivia

QUESTION: How many university policies do we have?



# Policy Trivia

QUESTION: How many university policies do we have?

ANSWER: 423 (but going down!)



# Policy updates

Some recent policy updates – in alphabetical order!

# Policy updates

## Fire Safety FIN-INS-16

- New section- Open Flames procedures
- No burning candles or incense **inside residential buildings**,  
No sky lanterns with open flames,  
No torches,  
No gas or charcoal cooking appliances,  
EXCEPT in places established for these purposes
- Additional info on grills
- Contact INLOCC with any questions





# Policy updates

## Hospitality

- Focus on stewardship and whether the proposed expense represents an appropriate use of university resources
- All hospitality purchases are unallowable on 66\* recharge accounts due to federal compliance requirements
- Some changes in restrictions



# Policy updates

## **Voluntary and Involuntary Separation HR-10-40**

- Revised policy now in effect
- Gives units the discretion to allow employees leaving IU voluntarily to use accrued leave prior to their separation date, waiving the last day work requirement. Units can approve up to 2 weeks for resignations, and up to 4 weeks for retirements. Requests for leave beyond the 2 and 4 weeks require UHR approval





# Policy updates

## Marketing and Communication VPE-01

- New section on brand guidelines and IU logo:  
Per university brand guidelines- there is only one Indiana University logo: the IU trident... which should appear on all materials.
- Individual unit logos for any entity of the university – including centers and institutes – are generally not permitted.
- Contact IU Marketing with any questions or to check about exceptions



# Policy updates

## Payroll:

- Number of policies reduced- consolidated 21 policies into 6
- Plus one new policy- Payroll Compliance - FIN-PAY-001
- Links to Payroll Standard Operating Procedures
- Contact University Payroll with any questions



# Policy updates

## Programs Involving Children PS-01

- Four main requirements remain the same:
  - 1) Report suspected abuse or neglect
  - 2) Background checks within last five years
  - 3) Register program
  - 4) Program-specific guidelines
- Revisions:
  - supervisor may designate PIC liaison for unit;
  - anyone that works with children must promptly notify IU of any criminal convictions, felony charges or substantiated reports of child abuse or neglect;
  - definition added for PIC positions;
  - everyday work with children does not have to be registered like child care or pediatrics;
  - external groups using university facilities must notify IU of any reports of suspected abuse or neglect or crimes



# Policy updates

## **Service of Alcohol FIN-INS-10**

- Revised policy is now in effect
- Focus on legal compliance/drinking age; stewardship; moderation; should also serve food
- Requirements for campus approvals; bartenders; contracts



# Policy updates

## Security of Information Technology Resources IT-12

- Where technically practicable, use two-factor authentication for privileged access (i.e. “root”, or system administrator access) to servers, applications, and network infrastructure.
- Target date March, 2018
- Contact University Information Policy Office with any questions: [uipo@iu.edu](mailto:uipo@iu.edu)

# Policy updates

## **Student Organizations STU-01**

- Types of student organizations

### **Self-Governed Student Organizations (SGSOs)**

(most student orgs will fall into this category)

### **University Student Organizations (USOs)**

(a small number of student orgs will fall into this category - operate as university units)

### **Non-Registered student organizations**

- Call campus student affairs or university bursar with questions



# Policy reminders

A few things to keep in mind.....



# Policy reminders

## **Sexual Misconduct UA-03**

- Complete annual Responsible Employee training (and CSA training for Clery compliance)
- Changes in OCR guidance, but at this point no change in direction on IU efforts in student welfare, prevention, compliance
- Planned revision of employee procedures approved by UFC yesterday, will go to President for final approval





# Policy reminders

## Political Activities GR-02

- No political fundraising
- External entities cannot co-sponsor political events with a university unit
- Events sponsored by external entities must pay normal rent and expenses
- Avoid appearance of university endorsement or opposition
- Watch for HLOGA expenses
- Contact IU Office of Government Relations with ANY questions

# Policy reminders

## Licensing and Trademark Policy FIN-LT-01

- IU trademarks cannot be used in a way that suggests endorsement
- Use of IU trademarks and another party's trademark together in a design must be approved
- Contact Office of Licensing and Trademarks with any questions

# Policy reminders

## University events:

- IU is committed to protecting the rights of students, faculty, staff, and visitors to our campus communities to free speech and expressive activities, in a safe and civil manner and in compliance with university policies
- If your unit receives space usage requests from any student or non-student organization with which you don't regularly work, and ***before committing space or other university resources, please*** forward those requests for additional review to University Events Management at [eol@iu.edu](mailto:eol@iu.edu)



# Policy reminders

## PIRAB- Reducing Administrative Barriers Working Group

- [www.better.iu.edu](http://www.better.iu.edu)
- Submit feedback through the website or policies site



# Upcoming developments

What's on the horizon....



starwars.com



INDIANA UNIVERSITY

# Upcoming developments

## E-link for background checks:

- Pilot groups- October, 2017 and university-wide in December, 2017
- Email link sent to individual for gathering background check information
- Individual inputs personal information including SSN- more secure
- Background check disclosure, authorization, notices are signed online; no more paper consent forms
- Adjudication streamlined
- Contact Scott Shimoda at IUHR with any questions



# Upcoming developments

## Conflict of Interest:

- Online questionnaire that will combine current research conflicts of interest questions with other required disclosures
- Questionnaire being piloted soon, will be university-wide in 2018
- Will be required for faculty, research staff, staff PA-4 and above, fiscal officers, anyone else per unit leadership
- Working on combined policy- currently 9 policies that cover conflicts of interest- would combine 5 of them into single policy



# Thank you!!

- **We love you Rozzie!**
- **Contact us with any questions- [policies@iu.edu](mailto:policies@iu.edu)**

