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:
  o supervisor may designate PIC liaison for unit;
  o anyone that works with children must promptly notify IU of any criminal convictions, felony charges or substantiated reports of child abuse or neglect;
  o definition added for PIC positions;
  o everyday work with children does not have to be registered like child care or pediatrics;
  o 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
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
Policy reminders

PIRAB- Reducing Administrative Barriers Working Group

- www.better.iu.edu

- Submit feedback through the website or policies site
Upcoming developments

What’s on the horizon....

starwars.com
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