|  |  |
| --- | --- |
| Existing policies that generally do not require Senate attention when revised |  |
|  |  |
|   | Advisory Item to Senate if Changed |
| [1.1 Equal Opportunity/Non-Discrimination Statement and Policy](https://policy.illinoisstate.edu/conduct/1-1-1.shtml) | YES |
| [1.2 Anti-Harassment and Non-Discrimination Policy](https://policy.illinoisstate.edu/conduct/1-1-2.shtml)  | YES |
| [1.2.1 Anti-Harassment & Non-Discrimination Policy Complaint Procedures](https://policy.illinoisstate.edu/conduct/1-2-1.shtml)  | YES |
| [1.2.2 Hostile Educational Environment Sexual Harassment-Student Procedures](https://policy.illinoisstate.edu/conduct/1-2-2.shtml)  | YES |
| [1.2.3 Title IX Hostile Work Environment Sexual Harassment Procedures](https://policy.illinoisstate.edu/conduct/1-2-3.shtml) | YES |
| [1.2.4 University Laboratory School Hostile Educational Environment Sexual Harassment Procedures](https://policy.illinoisstate.edu/conduct/1-2-4.shtml)  | YES |
| [1.3 Americans with Disabilities Act Policy](https://policy.illinoisstate.edu/conduct/1-1-3.shtml)  | YES |
| 1.4 University Identity Theft Prevention Program Policy / 1.4.1 Procedures for University Identity Theft Prevention Program and Red Flags Identification, Detection and Response |   |
| 1.12 State Officials and Employees Ethics Act (SOEEA) |   |
| 1.13 Identity Protection |   |
| [1.15 Whistleblower Policy (One more final review by UPC; then “non-senate”/advisory)](https://policy.illinoisstate.edu/conduct/1-15.shtml) | YES |
|   |   |
| 2.1.2 Eligibility for Student Health Service Benefits (Administrative Affairs & Budget Committee) | YES |
| 2.1.3 Medical Entrance Requirements for Students |   |
| 2.1.4 Hepatitis B Immunization Policy |   |
| 2.1.18 Sexual Assault/Abuse (Now Policy 1.2) (Academic Affairs Committee) (refers people to 1.2, but student policy tabs)  |   |
| 2.1.29 Student Optional Disclosure of Private Mental Health Information  |   |
|   |   |
| 2.2.2 Student Time Card Procedures (Academic Affairs Committee) |   |
|   |   |
| 3.1.2 Titles |   |
| 3.1.3 Family Relationships |   |
| 3.1.5 Holiday Policy |   |
| 3.1.6 Administrative Closings Policy |   |
| 3.1.7 Group Insurance |   |
| 3.1.8 State Universities Retirement System (SURS) Disability |   |
| 3.1.9 Unemployment Compensation |   |
| 3.1.10 Worker's Compensation |   |
| [3.1.11 Leave of Absence](https://policy.illinoisstate.edu/employee/3-1-11.shtml)  | YES |
| 3.1.12 Federal Family and Medical Leave |   |
| 3.1.15 Retirement |   |
| [3.1.16 Disclosure of Economic Interests](https://policy.illinoisstate.edu/employee/3-1-16.shtml)  |   |
| 3.1.17 Educational Benefits |   |
| 3.1.20 Dependent Care Assistance Program |   |
| 3.1.21 Tax Deferred Compensation Plan |   |
| 3.1.22 Adoption Benefit Program |   |
| 3.1.23 Stop Payments and Reissues of Payroll Checks |   |
| 3.1.24 Tax Forms (W-2’s and W-4’s) |   |
| 3.1.25 Transfer of Benefits |   |
| 3.1.26 Employee vs. Independent Contractor |   |
| 3.1.27 Pay Out Procedure |   |
| 3.1.28 Rehiring of Retirees |   |
| 3.1.29 Right of Access to Personnel Files  | YES |
| 3.1.31 Work at Home Guidelines for Non-Faculty Appointments |   |
| 3.1.32 University Property |   |
| 3.1.34 Removal of Goods from University Property |   |
| 3.1.35 Acceptance of Personal Gifts |   |
| 3.1.36 Wellness Participation |   |
| 3.1.37 Employee Assistance Program  | YES |
| 3.1.38 Sick Leave Bank Program |   |
| 3.1.39 Address and Name Changes |   |
| 3.1.41 Twelve-Month Optional Payment Plan (Faculty Affairs Committee) |   |
| 3.1.42 Exempt Employees Benefit Reporting Policy |   |
| 3.1.43 Payroll Offset |   |
| 3.1.46 Customer Service & Professional Conduct Expectations for Civil Service Employees |   |
| 3.1.47 Nursing Mothers in the Workplace |   |
| [3.1.49 COVID-19 Related Absence](https://policy.illinoisstate.edu/employee/3-1-49.shtml)  | YES |
| 3.1.50 Military Leave  | YES |
| [3.1.51 COVID-19 Paid Administrative Leave](https://policy.illinoisstate.edu/employee/3-1-51.shtml)  | YES |
|   |   |
| 3.2.5 Vacation Policy |   |
| 3.2.7 Sick Leave  |   |
| 3.2.20 Parental Leave |   |
|   |   |
| 3.4.1 Approval of Administrative/Professional Titles (Faculty Affairs Committee – due to Library question) |   |
| 3.4.2 Establishing New and Refilling Existing Administrative/Professional Positions (Faculty Affairs Committee – due to Library question) |   |
| 3.4.3 Administrative/Professional Hiring Procedure |   |
| 3.4.4 Reconsideration of Administrative/Professional (non-rank) Position Grade Level |   |
| 3.4.5 Administrative/Professional Position Cyclic Review |   |
| 3.4.6 Grant Only Personnel |   |
| 3.4.9 Administrative/Professional Staff Performance Appraisal |   |
| 3.4.10 Administrative/Professional Grievance Procedures |   |
| 3.4.11 Administrative/Professional Staff Notification of Non-Reappointment |   |
| 3.4.12 Alternate Work Schedules |   |
| 3.4.13 Use of External Search Firms Policy  | YES |
| 3.4.14 Administrative/Professional Attendance and Punctuality |   |
| 3.4.15 Administrative/Professional Non-Exempt Hourly Work Time |   |
|   |   |
| 3.5.1 Laboratory School/Faculty Associate Hiring Procedure  |   |
| 3.5.3 Faculty Associate Non-Accumulative Personal Leave |   |
|   |   |
| 3.6.1 Civil Service Non-Exempt (Hourly) Work Time Policy |   |
| 3.6.4 Civil Service Staff Performance Appraisal |   |
| 3.6.5 Civil Service Layoff |   |
| 3.6.9 Civil Service Hiring Procedure |   |
| 3.6.16 Civil Service Corrective Behavior System |   |
| 3.6.18 Civil Service Attendance and Punctuality Policy |   |
| 3.6.19 Civil Service Probationary Period |   |
| 3.6.21 Civil Service Grievance Procedures |   |
| 3.6.22 Civil Service Personal Convenience Leave |   |
| 3.6.23 Civil Service Job Description & Cyclic Review |   |
| 3.6.25 Civil Service Alternate Work Schedules |   |
| 3.6.26 Civil Service Hourly Timesheet Procedure |   |
|   |   |
| 4.1.16 Non-Traditional Constituents  |   |
|   |   |
| 5.1.1 Concealed Carry and Prohibited Weapons (Rules Committee) | YES |
| 5.1.5 Drug-Free Workplace | YES |
| 5.1.9 Dogs, Cats, and Other Animals  | YES |
| 5.1.10 Severe Weather and Natural Disaster Policy |   |
| 5.1.11 Golf Carts and Authorized Governmental Vehicles on Campus |   |
| 5.1.12 Proper Operation of University in Case of Disruptive Activity |   |
| 5.1.14 Health and Safety |   |
| 5.1.15 Emergency Response and Evacuation Procedures |   |
|   |   |
| 5.2.1 Reporting Crimes |   |
| 5.2.2 Missing Person Notification Policy |   |
| 5.2.3 Timely Warning Policy |   |
|   |   |
| 5.3.1 Fire Safety/Medical Assistance Procedures |   |
| 5.3.2 Hazardous Materials: Employees’ Right to Know |   |
| 5.3.3 Asbestos Management |   |
| 5.3.4 Radiation Safety Procedure |   |
| 5.3.5 Occupational Safety |   |
| 5.3.6 Industrial Hygiene |   |
| 5.3.7 Biosafety |   |
| 5.3.8 Hazardous Waste Management Procedures |   |
| 5.3.9 Safety Training |   |
| 5.3.10 Sanitation |   |
| 5.3.11 Policy on Sale/Distribution of Food on Campus  |   |
|   |   |
| 5.4.1 Employee Representation and Indemnification  | YES |
| 5.4.2 Automobile Insurance  | YES |
| 5.4.3 Insurance - Special Needs |   |
| 5.4.4 Insurance Requirements - Vendors, Service providers, Contractors, Consultants, and Outside Users of Facilities |   |
|   |   |
| 6.1.3 Space Management and Planning  | YES |
| 6.1.8 Soccer Goal Safety and Education Policy  |   |
| 6.1.9 Operation of University Medical Treatment Facilities |   |
| 6.1.10 Building Security |   |
| 6.1.11 University Key Policy  |   |
| 6.1.12 Recycling, Waste Reduction, and Procurement of Recycled Products |   |
| 6.1.16 Display of Official Flags on Campus (Administrative Affairs & Budget Committee) |   |
| 6.1.38 University Property Control |   |
| 6.1.39 Central Receiving Policy and Procedures  |
|   |   |
| 6.2.1 Facilities Planning  |   |
| 6.2.2 Processing – Change Orders/Pay Requests/CDB |   |
| 6.2.3 Space Planning  | YES |
|   |   |
| 7.1.2 Budget Control |   |
| 7.1.3 Internal Auditing Charter |   |
| [7.1.4 Inspection, Examination, Use and Control of University Financial Records](https://policy.illinoisstate.edu/fiscal/7-1-4.shtml) |   |
| 7.1.5 Freedom of Information Act Implementation Rules Committee Policy |   |
| 7.1.6 Receipt and Disbursement of All University Funds  |   |
| 7.1.7 Income Deposit Requirement  |   |
| 7.1.8 Petty Cash and Change Funds  |   |
| 7.1.9 Advertising Policy |   |
| 7.1.10 Fundraising (Planning and Finance)  |   |
| 7.1.11 University Entertainment  |   |
| 7.1.13 Trademarks |   |
| 7.1.22 Foundation |   |
| 7.1.23 Check Distribution and Automatic Deposit  |   |
| 7.1.24 Check Cashing  |   |
| 7.1.25 Financial Statements  |   |
| 7.1.26 Chart of Accounts  |   |
| 7.1.27 Court of Claims  |   |
| 7.1.28 Cash Travel Advance |   |
| 7.1.29 Sponsorships Policy |   |
| 7.1.30 Use of Tax Numbers  |   |
| 7.1.31 Auxiliary Facilities System  |   |
| 7.1.32 Access to Accounting Computer Transactions |   |
| 7.1.33 Coding |   |
| 7.1.34 Coding Guidelines  |   |
| 7.1.35 Account Number Structure  |   |
| 7.1.36 Credit Card Use  |   |
| 7.1.37 Moving Expenses  |   |
| 7.1.38 Fiscal Agents  |   |
| 7.1.39 Honorariums |   |
| 7.1.40 Contracting  |   |
| 7.1.41 Consultants  |   |
| 7.1.42 Expenditure/Contact Authority  |   |
| 7.1.43 Internal Control & Internal Auditing  |   |
| 7.1.44 Fiscal Agent Change  |   |
| 7.1.45 Fixed Assets  |   |
| 7.1.46 1099 Reporting  |   |
| 7.1.47 Appropriated Funds  |   |
| 7.1.48 Appropriated Operating Funds  |   |
| 7.1.49 Appropriated Capital Funds  |   |
| 7.1.50 Non-appropriated Funds  |   |
| 7.1.51 Fund Accounting & Lapse Period  |   |
| 7.1.52 Statute Reference  |   |
| 7.1.53 Types of University Funds  |   |
| 7.1.54 Retailer's Occupation Tax (state sales tax) & City of Bloomington/Town of Normal Prepared Food and Beverage Sales Tax  |   |
| 7.1.55 Record Retention  |   |
| 7.1.56 Signature Cards  |   |
| 7.1.57 Outstanding Checks  |   |
| 7.1.58 Stop Payments  |   |
| 7.1.59 Unrelated Business Income Tax (UBIT)  |   |
| 7.1.60 Taxes  |   |
| 7.1.61 Reissued Checks  |   |
| 7.1.62 Void Checks  |   |
| 7.1.63 Re-deposits (credits of expenditures)  |   |
|   |   |
| 7.3.1 Purchasing-Procurement, Statutory and Other Compliance  |   |
| 7.3.2 Procurement Authority  |   |
| 7.3.6 Purchase Orders  |   |
| 7.3.9 Travel Services  |   |
| 7.3.10 Invoice Vouchers  |   |
| 7.3.12 Travel Vouchers and Reimbursement  |   |
| 7.3.13 Group Travel  |   |
| 7.3.14 Leases of Real Property |   |
|   |   |
| 7.4.3 Fringe Benefit Rate Policy |   |
| 7.4.4 Budget Transfers – Grants  |   |
| 7.4.5 Time and Effort  | YES |
| 7.4.6 Cost-Sharing Confirmation Report  | YES |
|   |   |
| 7.5.1 Deposit Slips  |   |
| 7.5.2 University Acceptance of Credit Cards |   |
|   |   |
| 7.6.1 Excess Funds  |   |
| 7.6.2 External Bank Accounts  |   |
| 7.6.4 Funds Availability for Agency Accounts  |   |
| 7.6.5 Agency Funds  |   |
| 7.6.6 Establishing a New Agency Account  |   |
|   |   |
| 7.7.1 Accounts Receivable (student)  |   |
| 7.7.2 Financial Aid Distribution |   |
| 7.7.4 Federal Perkins Loan |   |
| [7.7.5 Refunds](http://policy.illinoisstate.edu/fiscal/7-7-5.shtml) |   |
| 7.7.7 Student Billing | YES |
| 7.7.8 Scholarship Waivers, Tuition Waivers and Faculty/Staff Tuition Waivers | YES |
| 7.7.9 Tuition and Fees  | YES |
|   |   |
| 7.8.1 Operating Budget |   |
| 7.8.2 Position Control  |   |
| 7.8.3 Personnel Transfers  |   |
| 7.8.4 Fiscal Officer Responsibility  |   |
|   |   |
| 8.1.2 Use of University Owned Vehicles |   |
| 8.1.3 Procedures for Maintenance, Mileage Reporting, and Transfer of University Owned Vehicles |   |
| 8.1.4 Moving Heavy Equipment |   |
| 8.1.5 Service Departments |   |
| 8.1.6 Garage (Fleet) Service Department |   |
| 8.1.7 Printing Services Policy |   |
| 8.1.8 Fleet Vehicles |   |
| 8.1.9 On-Line Fleet Reservation System |   |
| 8.1.10 Fleet Vehicle Request Using Multi-Part Form |   |
| 8.1.11 University Vehicle Credit Card Use  |   |
| 8.1.12 Fleet Vehicle Accident Procedures |   |
| 8.1.15 Redbird Card Office |   |
|   |   |
| 8.3.1 Mail Services – Incoming Mail Policy |   |
| 8.3.2 Mail Services – Outgoing Mail Policy |   |
| 8.3.3 Mail Services – Campus Mail Policy |   |
| 8.3.4 Mail Services – General Policies |   |
|   |   |
| 9.1 Policy on Review, Approval and Compliance with Information Technology Policies, Procedures and Guidelines |   |
|   |   |
| 9.2.2 Password Procedure |   |
|   |   |
| 9.3 Policy on Wireless Radio Frequency Airspace |   |
|   |   |
| 9.4 Policy on Telecommunications and Networking |   |
| 9.4.1 Procedures for Underground Telecommunications and Networking Distribution System |   |
| 9.4.2 Procedures for Connection to the University’s Telecommunications and Networking Infrastructure  |   |
| 9.4.3 Procedures for Low Voltage Media Installations |   |
| 9.4.4 Procedures for Telecommunications and Networking Installations in New and Remodeled Space |   |
| 9.4.5 Procedures for Long Distance Business Related Telephones Authorization Codes and Calling Cards |   |
| 9.4.6 Procedures for Personal Long Distance Telephone Calling Card Calls |   |
| 9.4.7 Procedures for Billing |   |
| 9.4.8 Procedures for Use of Telephone Call Records |   |
| 9.4.9 Procedure for Acquisition of Mobile Communications Equipment and Related Data Services for University Business / FAQ |   |
| 9.4.10 Procedures for Minimum Retention Times for Electronic Stored Information |   |
|   |   |
| 9.5 Policy on University Websites | YES |
| 9.5.1 Procedures for Establishing a Web Presence and Domain Names | YES |
| 9.5.2 Procedures for Establishing Essential Elements in a University Website with a Public Presence | YES |
| 9.5.3 Procedures for meeting Website Accessibility Requirements | YES |
| 9.5.4 Procedures for Submitting Campus Map Updates and Special University-Wide Web Images and Announcements | YES |
| 9.5.5 Procedures for University Web Privacy Notices and Practices | YES |
|   |   |
| 9.8 Policy on Information Resource Access and Security |   |
| 9.8.1 Data Classification Procedure |   |
| 9.8.2 Procedure for Securing and Accessing Each Data/System Classification |   |
| 9.8.3 Procedures Define Enterprise Data Repository Management Roles and Responsibilities |   |
| 9.8.4 Procedures for Requesting, Granting, and Removing Access to the Enterprise Data Repository |   |
| 9.8.5 Procedures for Non-Affiliated Individuals Requesting Access |   |
| 9.8.6 Procedures for Information Technology Security Incident Reporting |   |
| 9.8.7 Procedures for Administration of the Enterprise Data Repository |   |
| 9.8.8 Electronic Signature Procedures |   |
|   |   |
| 10.1 Policy on Implementation, Deletion and/or Revision of Official University Policies |   |
| 10.3 Policy Review and Implementation Procedures Non-Senate |   |
| 10.3.1 Policy Review and Implementation Procedures  |   |
|   |   |