

## **2006 Administrative Policy Program**

### Human Resources

- Equal Opportunity and Affirmative Action
- Recruitment
- Internal Mobility
- Administrative Hiring Process
- Citizenship Verification for Employment Eligibility
- Starting Salaries and Range Structures
- Salary Changes and Adjustments
- Additional Compensation
- Leaves of Absence
- Benefit and Seniority Status While on Unpaid Leave of Absence
- Workers' Compensation
- New York State Disability
- Employee and Labor Relations
- University Rules of Conduct
- Termination of Employment
- Layoffs
- Exit Interview and Exit Interview Report

### Finance

- Capital project proposal and approval
- Administrative fees charged on restricted fund expenditures
- Endowment distribution for capital campaign
- Establishing and updating operating budget
- International bank account management
- Cash management
- (selected) Risk Management policies
- Business Travel
- Gifts, Flowers, Celebrations
- Affiliates
- Signature Authority
- Grant management and accounting
- Procurement card
- Purchase order requirement
- Relocation
- Compliance hotline

## **2006 Administrative Policy Program**

## CUIT

- Information Privacy
- Expectation of Privacy
- Data Security
- Acceptable Use of IT Resources

## Student Services

- Student Billing
- Graduation Hold
- Late Payment Fee
- Tuition Exemption
- Access to Care at Health Services for University Employees
- Health Services at Columbia Scope of Services
- Disability-related House Accommodations
- Lerner Hall usage
- Event policy
- Alcohol policy

## CU Facilities

- Academic & Administrative Buildings Base Amenities & Services
- Academic & Administrative Buildings Additional Amenities & Services
- Academic & Administrative Space Assignments
- Capital Project Initiation
- Crime Reporting
- Faculty Housing Assignments
- Faculty Housing Base Amenities
- Faculty Housing Additional Amenities
- Fire Safety
- Lead Paint
- Graduate Student & Post-doc Housing Applications
- Graduate Student & Post-doc Housing Selections
- Locks & Keys
- MWL Objectives
- Off-Campus Housing Assistance
- Parking
- Commercial Rent Arrears

## Central Administration

- Professional Development Sponsorship