SOUTHEAST MISSOURI STATE UNIVERSITY · 1873	BUSINESS POLICY AND PROCEDURE	Date Issued: 07/96	Revision Date: 06/10 05/12 12/14 07/15 12/15 09/17 09/18 10/18 05/20 08/20	Page: <u>1 of 5</u> Classification Code: 00-00
	MANUAL	Section:	GENERAL IN	DEX
		Subject:	TABLE OF CON	

POLICY	SUBJECT	DATE
01-00	ADMINISTRATION: TABLE OF CONTENTS	07/19
01-01	INSTITUTIONAL IMAGES	09/98
01-02	TITLE IX COMPLIANCE: SEX DISCRIMINATION, SEXUAL HARASSMENT, SEXUAL MISCONDUCT/SEXUAL VIOLENCE	12/14
01-03	ANTI-HARASSMENT AND NON-DISCRIMINATION	12/16
01-04	ALCOHOLIC BEVERAGE USAGE	09/19
01-05	PARTISAN POLITICAL ACTIVITY ON CAMPUS	09/09
01-06	PERSONAL PROPERTY RECLAMATION	09/90
01-07	CONFLICT OF INTEREST	01/92
01-08	SOLICITATION OF GIFTS	09/90
01-10	SUSPENDING OPERATIONS	09/90
01-12	RETENTION OF RECORDS	10/10
01-13	PROTECTION OF HEALTH INFORMATION	06/10
01-14	STUDENT RECORDS	06/96
01-15	TOBACCO USE	02/17
01-16	ANIMAL CONTROL	06/09
01-17	STUDENT RIGHTS AND CONDUCT	06/03
01-18	NO TRESPASS	05/20
02-00	FINANCE: TABLE OF CONTENTS	07/19
02-01	ACCOUNT CODE ASSIGNMENT AND MAINTENANCE	09/90
02-04	STATE SALES TAX	05/10

SOUTHEAST MISSOURI STATE UNIVERSITY · 1873	BUSINESS POLICY AND PROCEDURE MANUAL	Date Issued: 07/96	Revision Date: 06/10 05/12 12/14 07/15 12/15 09/17 09/18 10/18 05/20 00/20	Page: 2 of 5 Classification Code: 00-00
	MANUAL	Section: Subject:	GENERAL INI	

POLICY	SUBJECT	DATE
02-05	CASH FUNDS	12/18
02-06	CASH RECEIPTS	09/90
02-08	FINANCIAL PROBATION/ CANCELLATION	12/18
02-09	COLLECTION OF DELINQUENT ACCOUNTS	12/18
02-10	WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS	09/90
02-11	BAD CHECKS	04/98
02-14	GIFTS-PROCESSING	09/90
02-16	INVESTMENTS	06/01
02-17	DEBT ISSUANCE	06/06
02-18	FEE ADJUSTMENTS FOR TUITION, GENERAL, AND COURSE-RELATED FEES	12/18
03-00	PERSONNELTABLE OF CONTENTS	07/19
03-01	EMPLOYMENT PRACTICES	09/90
03-02	AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY	12/16
03-03	ALCOHOL & DRUG-FREE WORKPLACE	03/96
03-04	PREVENTION OF ALCOHOL/DRUG ABUSE	03/96
03-06	HUMAN RESOURCES OFFICE	09/90
03-07	JOB BID SYSTEM	06/01
03-08	TRAINING AND DEVELOPMENT	12/01
03-09	EMPLOYEE TYPE DESIGNATION	09/18
03-10	PROBATIONARY PERIOD AND EVALUATIONS	05/05
03-11	OVERTIME	09/90

SOUTHEAST MISSOURI STATE UNIVERSITY · 1873	_	Date Issued: 07/96	Revision Date: 06/10 05/12 12/14 07/15 12/15 09/17 09/18 10/18 05/20	Page: <u>3 of 5</u> Classification Code: 00-00
		Section: Subject:	GENERAL INI	

POLICY	SUBJECT	DATE
03-12	OTHER EMPLOYMENT PRACTICES	12/07
03-13	GRIEVANCE POLICY FOR STAFF	11/93
03-14	POSITION CLASSIFICATION/RECLASSIFICATION	08/04
03-16	SALARY ADMINISTRATION	12/99
03-17	ADMINISTRATIVE/PROFESSIONAL SALARY POLICY	12/99
03-18	LEAVES	06/12
03-19	SEVERE WEATHER	06/03
03-20	SEPARATIONS	05/00
03-20.1	SEVERENCE AND RETENTION	06/00
03-21	BENEFITS	10/14
03-22	OCCUPATIONAL SAFETY AND ENVIRONMENTAL HEALTH	06/01
03-23	WORKPLACE VIOLENCE	09/08
04-00	PAYROLL AND SALARIES: TABLE OF CONTENTS	05/10
04-01	PAYROLL	05/10
05-00	PURCHASING: TABLE OF CONTENTS	10/18
05-01	GENERAL STATEMENT OF POLICY	10/18
	OP 05-01A: GENERAL PURCHASING GUIDELINES	10/18
	OP 05-01B: PURCHASING METHODS	10/18
	OP 05-01C: UNACCEPTABLE USES OF UNIVERSITY FUNDS	10/18
	OP 05-01D: PURCHASING SPECIAL CONSIDERATIONS	10/18
	OP 05-01E: FIXED ASSETS AND INVENTORY CONTROL	10/18

SOUTHEAST MISSOURI STATE UNIVERSITY · 1873	BUSINESS POLICY AND PROCEDURE	Date Issued: 07/96	Revision Date: 06/10 05/12 12/14 07/15 12/15 09/17 09/18 10/18 05/20 08/20	Page: <u>4 of 5</u> Classification Code: 00-00
STATE UNIVERSITT 10/3	MANUAL	Section:	GENERAL INI	DEX
		Subject:	TABLE OF CON	TENTS

POLICY	SUBJECT	DATE
06-00	PROPERTY AND CAPITAL EQUIPMENT: TABLE OF CONTENTS	05/10
06-01	SURPLUS PROPERTY AND EQUIPMENT	05/10
06-02	USE OF UNIVERSITY PROPERTY AND EQUIPMENT	09/90
06-03	USE OF UNIVERSITY VEHICLES	05/10
	OP 06-04: KEYS TO UNIVERSITY BUILDINGS	04/10
06-05	FURNISHINGS OR FACILITY ALTERATIONS	09/90
06-06	FACILITY TITLES AND CODES	05/10
06-08	PURCHASES FOR RESALE	05/10
07-00	TRAVEL: TABLE OF CONTENTS	01/98
07-01	TRAVEL POLICY	10/92
	OP 07-02: TRAVEL PROCEDURES	07/18
08-00	FACILITIES AND SERVICES: TABLE OF CONTENTS	11/93
08-08	COPYRIGHTED MATERIALS	10/92
08-09	MAIL SERVICES	11/93
09-00	REPORTING ACCIDENTS AND INCIDENTS: TABLE OF CONTENTS	09/90
09-01	POLICY AND PURPOSES	09/90
09-02	LOSS OF MONEY, SECURITIES AND PROPERTIES	09/90
09-03	DAMAGE TO UNIVERSITY PROPERTY (INCLUDING FIRE)	12/14
09-04	ACCIDENTS – VEHICLES	12/14
09-05	STUDENTS & GENERAL PUBLIC (EXCEPT VEHICLE ACCIDENTS)	05/10
09-06	WRONGFUL ACT INCIDENTS	09/90

SOUTHEAST MISSOURI STATE UNIVERSITY · 1873	BUSINESS POLICY AND PROCEDURE MANUAL	Date Issued: 07/96	Revision Date: 06/10 05/12 12/14 07/15 12/15 09/17 09/18 10/18 05/20 08/20	Page: 5 of 5 Classification Code: 00-00
		Section: Subject:	GENERAL INI	

POLICY	SUBJECT	DATE
09-07	BROADCASTERS AND PUBLISHERS INCIDENTS	09/90
09-08	EMPLOYEE NAMED AS DEFENDANT IN LAWSUIT	09/90
10-00	INFORMATION TECHNOLOGY: TABLE OF CONTENTS	07/19
10-01	IDENTITY AND ACCESS MANAGEMENT	09/17
10-02	PHYSICAL SECURITY	09/17
10-03	INFORMATION SECURITY	09/17
10-04	INFORMATION SECURITY INCIDENT MANAGEMENT	09/17
10-05	APPROPRIATE USE OF INFORMATION TECHNOLOGY RESOURCES	09/17
10-06	EMERGENCY ACCESS TO ACCOUNTS AND INFORMATION	09/17
10-07	PASSWORD MANAGEMENT	09/17
10-08	SECURITY PLAN	09/17
10-09	INFORMATION SECURITY RISK MANAGEMENT	09/18
10-10	WORKSTATION SECURITY	09/18
10-11	DATA SECURITY	09/18
10-12	INFORMATION TECHNOLOGY EMERGENCY OPERATIONS PLAN	09/18
11-00	EXTERNAL GRANTS AND RELATED CONTRACTS: TABLE OF CONTENTS	08/17
11-01	PRE- AND POST-AWARD POLICY AND PROCEDURES	09/17
11-02	SPONSORED PROJECTS FINANCIAL CONFLICT OF INTEREST	08/17