/Operations Manual

- **OM 1.0.0 - History and Mission**
  - OM 1.1.0 History
  - OM 1.2.0 Mission and Objectives
- **OM 2.0.0 - Organization Governance**
  - OM 2.1.0 Board of Trustees
  - OM 2.3.0 Duties and Responsibilities of Provost, Vice Presidents, Deans and Other Officers of the University
  - OM 2.4.0 Duties and Responsibilities of Academic Department Chairs
    - OM 2.4.1 Appointment and Tenure of Department Chairs and Academic Program Directors Policy Statement
  - OM 2.5.0 Periods of Duty - Administrative Offices
  - OM 2.6.0 Clarkson University Policies Governing Organized Activity Units
    - OM 2.6.1 Duties and Responsibilities of Directors of Institutes and Centers
    - OM 2.6.2 Appointment and Tenure of Directors
    - OM 2.6.3 Director of Organized Activity Unit - Additional Operational/Management Guidance
  - OM 2.7.0 Operational Procedures for the Administrative Council
  - OM 2.8.0 Faculty Senate Constitution
  - OM 2.9.0 Paperflow for Senate and Administrative Council Actions
  - OM 2.10.0 Committees of the University
    - OM 2.10.1 Committees of the Faculty Senate
    - OM 2.10.2 Standing Administrative Committees
    - OM 2.10.3 University Committee Procedures
  - OM 2.11.0 Support Staff Policies and Procedures
  - OM 2.12.0 Professional and Supervisory Staff Policies and Procedures
- **OM 3.0.0 - Human Resources Policies**
  - OM 3.1.0 Human Resources Policies - General
    - OM 3.1.1 Definition of Employee Groups
    - OM 3.1.2 Exempt and Non-Exempt Employee Categories
    - OM 3.1.3 - Affirmative Action and Equal Employment Opportunity Statement
    - OM 3.1.4 - Employment of Family Members at Clarkson
    - OM 3.1.5 - Harassment and Sexual Misconduct Policy
    - OM 3.1.6 - Employment of Minors
    - OM 3.1.7 Drug Abuse in the Workplace
    - OM 3.1.8 Orientation
    - OM 3.1.9 Change in Status
    - OM 3.1.10 Smoking Policy
    - OM 3.1.11 Nondiscrimination Policy
    - OM 3.1.12 Cultural Diversity Policy
    - OM 3.1.13 General Grievance Procedures
    - OM 3.1.14 Discrimination Grievance Procedure (Including Cases of Sexual Misconduct)
    - OM 3.1.15 Anti-Bullying Policy
    - OM 3.1.16 Clarkson University Exit Policy
    - OM 3.1.17 Recruitment and Selection Process
    - OM 3.1.18 Termination/Resignation Policy
    - OM 3.1.19 Flexible Work Schedule (flextime) and Working Remotely
    - OM 3.1.20 Background Check Policy
  - OM 3.2.0 Human Resources Policies - Faculty
    - OM 3.2.1 Retirement Benefits
  - OM 3.3.0 Human Resources Policies - Administrative, Supervisory, and General Staff
    - OM 3.3.1 Job Posting
    - OM 3.3.2 Position Classification Procedures
    - OM 3.3.3 Disciplinary Procedure
    - OM 3.3.4 Termination of Employment
    - OM 3.3.5 Retirement Benefits
  - OM 3.4.0 Human Resources Policies - Employment and Working Conditions - General Staff
    - OM 3.4.1 The Four Types of Appointments
    - OM 3.4.2 Employment - Appointment of General Staff Personnel
    - OM 3.4.3 Probationary Period - General Staff (Non-Bargaining)
    - OM 3.4.4 Working Hours - General Staff
    - OM 3.4.5 Rest Periods - General Staff
    - OM 3.4.6 Promotions and Transfers - General Staff
- **OM 4.0.0 - Compensation Policies**
  - OM 4.1.0 Compensation Policies - General
    - OM 4.1.1 Supplemental Compensation Procedures - Faculty
  - OM 4.2.0 Compensation Policies - Faculty
    - OM 4.2.1 Salary Plan
    - OM 4.2.2 Salary Continuance - Faculty
  - OM 4.3.0 Compensation Policies - Administrative, Supervisory, and General Staff
    - OM 4.3.1 Wage and Salary Administration
    - OM 4.3.2 Salary Plan - Administrative and Supervisory Staff
    - OM 4.3.3 Pay Periods and Payroll Deductions - General Staff
    - OM 4.3.4 Overtime Policy for Non-Exempt Employees
    - OM 4.3.5 Supplemental Compensation Procedures - Exempt Non-Faculty
    - OM 4.3.6 Policy on Compensation for Travel Time - Non-Exempt Employees
- **OM 5.0.0 - Faculty Definitions and Policies**
  - OM 5.1.0 Titles, Status and Definitions
  - OM 5.2.0 Duties of a Faculty Member
• OM 5.4.0 Procedures and Documentation for the Appointment, Reappointment and Continuing Evaluation of Faculty
• OM 5.5.0 Evaluation Procedures for Tenure - The Tenure Policy
• OM 5.6.0 Evaluation Procedures for Promotion
• OM 5.7.0 Appointment, Reappointment, and Promotion of Clinical Faculty
• OM 5.8.0 Research Faculty and Research Associates
• OM 5.9.0 Non-Tenure Teaching Faculty Track - Appointment, Reappointment, and Promotion of Teaching Faculty
• OM 5.10.0 Faculty Rights and Responsibilities
  • OM 5.10.1 Oath to Support the Constitutions of the United States and of New York State
  • OM 5.10.2 Periods of Duty - Faculty
  • OM 5.10.3 Academic Freedom and Responsibility
  • OM 5.10.4 Emeritus Professor Policy and Procedure
  • OM 5.10.5 Academic Advising at Clarkson University
• OM 5.11.0 Faculty Development
  • OM 5.11.1 Faculty Sabbatical Fellowship Program
  • OM 5.11.2 Leave of Absence
  • OM 5.11.3 Auditing Courses and Academic Study for Faculty Members
• OM 6.0.0 - Academic Procedures & Resources
  • OM 6.1.0 Procedures for Academic Changes
    • OM 6.1.1 Definitions, Approval Process, and Policy for Undergraduate Minors, Concentrations, and External Fields
    • OM 6.1.2 Definitions, Approval Process, and Policy for Graduate Certificates, Concentrations, and Specialty/Advising Tracks
• OM 6.2.0 Tutoring
• OM 6.3.0 Role of Teaching Assistants
• OM 6.4.0 Research and Consulting
• OM 6.5.0 Research Involving Human Subjects
• OM 6.6.0 Clarkson University Intellectual Property Policy
• OM 6.7.0 - Administrative Financial Policies & Procedures
  • OM 6.7.10 Procedure for Closing Offices Because of Severe Snow or Ice Storms or Other Emergency
  • OM 6.7.2.0 Use of Restricted Funds
  • OM 6.7.3.0 Distribution of Information to the University Community
  • OM 6.7.4.0 Publications and Printing
  • OM 6.7.5.0 Health and Safety
  • OM 6.7.6.0 Use of University Property
  • OM 6.7.7.0 Use of University Facilities
  • OM 6.7.8.0 Policy Statement and Guideline on Educational Business Activities of Clarkson University
• OM 6.7.9.0 Expenses
  • OM 6.7.10.0 Land Use Policy
  • OM 6.7.11.0 Use of University Name and Letterhead
  • OM 6.7.12.0 Dealing with the News Media
  • OM 6.7.13.0 Charitable Fund Drives
• OM 6.7.14.0 Campus Aesthetics
• OM 6.7.15.0 Firearms on Campus
• OM 6.7.16.0 Procedure When there is a Death in the Clarkson Community
• OM 6.7.17.0 Relations with External Auditors
• OM 6.7.18.0 Information Technology Use Policy
• OM 6.7.19.0 Computer Software Policy
• OM 6.7.20.0 Conflict of Interest Policy
• OM 6.7.21.0 Code of Business Conduct
• OM 6.7.22.0 Clarkson University Scientific Misconduct Policy
• OM 6.7.23.0 Partner Institutions for Graduate Study
• OM 6.7.24.0 Clarkson Social media Policy
• OM 6.7.25.0 Government Relations Policies
• OM 6.7.26.0 Clarkson University Naming Gift Policy
• OM 6.7.27.0 Policy Statement on Mergers, Acquisitions, and Partnerships (MAP)
• OM 6.8.0 - Fringe Benefits
  • OM 6.8.1.0 Fringe Benefits - General
    • OM 6.8.1.1 Statutory
    • OM 6.8.1.2 Comprehensive Medical Plan - UMR United Healthcare
    • OM 6.8.1.3 Dental Plan - Delta Dental
    • OM 6.8.1.4 Annuity-Option Plan - TIAA
    • OM 6.8.1.5 Pension Plan - TIAA
    • OM 6.8.1.6 Group Total Long Term Disability Benefits Plan – Cigna
    • OM 6.8.1.7 Group Travel Accident Insurance - Cigna
    • OM 6.8.1.8 Tuition Program
    • OM 6.8.1.9 Spouse/Partner Tuition Assistance Program
    • OM 6.8.1.10 Group Life Insurance - Cigna
    • OM 6.8.1.11 Accident and Injury
    • OM 6.8.1.12 Death Benefit
    • OM 6.8.1.13 Family, Medical and Military Leave Act
    • OM 6.8.1.14 Caregiver Leave (Birth or Adoption)—Staff and Non-Continuing Faculty
    • OM 6.8.1.15 Temporary Parental Leaves – Continuing Faculty
    • OM 6.8.1.16 Flexible Benefit Plan - UMR United Healthcare
    • OM 6.8.1.17 Years of Service Award
    • OM 6.8.1.18 Paid Family Leave
• OM 6.8.2.0 Fringe Benefits - Faculty
  • OM 6.8.2.1 Military Officers
  • OM 6.8.2.2 Fringe Benefits for Part-Time, Adjunct, Visiting, and Research Faculty and Research Associates
• OM 6.8.3.0 Fringe Benefits - Administrative, Supervisory, and General Staff
  • OM 6.8.3.1 Auditing Courses and Academic Study by Administrative, Supervisory, and General Staff
  • OM 6.8.3.2 Professional Development by Administrative, Supervisory, and General Staff
• OM 8.3.3 Leaves of Absence - Administrative and Supervisory Staff
• OM 8.3.4 Leaves of Absence - General Staff
• OM 8.3.5 Sick Leave – Administrative, Supervisory, and General Staff
• OM 8.3.6 Short Term Disability Benefits Program for Administrative, Supervisory, and General Staff – Cigna
• OM 8.3.7 Holidays - Administrative, Supervisory, and General Staff
• OM 8.3.8 Pay Status for Holiday Pay - Administrative, Supervisory, and General Staff
• OM 8.3.9 Volunteer Emergency Responder Policy
• OM 8.3.10 Vacation - Administrative and Supervisory Staff
• OM 8.3.11 Vacation - General Staff

• OM 9.0.0 - Information Technology Policies
  • OM 9.1.0 - Information Security
    • OM 9.1.1 - Physical Security
    • OM 9.1.2 - Network Security
    • OM 9.1.3 - Application Security
    • OM 9.1.4 - Device Security
    • OM 9.1.5 - User Account Security
    • OM 9.1.6 - Data Security
    • OM 9.1.7 - Outsourcing IT Services
    • OM 9.1.8 - Incident Response Plan
    • OM 9.1.10 - Risk Assessment
  • OM 9.1.11 - Automated Controls Auditing
  • OM 9.2.0 - Information Technology Acceptable Use Policy
    • OM 9.2.1 - Copyright Infringement
    • OM 9.2.2 - Copyrighted Works Acceptable Use
    • OM 9.2.3 - Misuse and Abuse of IT Resources