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
    - 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 5.3.0 Standards for Faculty Evaluations
- 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