

EDINBORO UNIVERSITY OF PENNSYLVANIA

POLICY DEVELOPMENT - Policy No. C001

Supersedes Policy No. C001, Dated 1/12/90, 8/8/93, 6/1/99 and 1/6/10

Recommended for Approval by:

Allan J. Golden, Ph.D.  
Vice President for Finance and Administration

Approved by:

H. Fred Walker, Ph.D.  
President

3/1/2018

DATE

Review Date: As Required

**INTENT**

It is the intent of this policy to establish the authority and process for the promulgation of University policy. Policies presented in a standard format will help Edinboro University (the University) accomplish its mission, maintain accountability and provide the community with a clear explanation of how the University conducts business.

**POLICY**

All policies of the University will be in conformity with all applicable Federal and Pennsylvania statutes and regulations. All policies need to be consistent with Board of Governors policies and Pennsylvania State System of Higher Education collective bargaining agreements.

**PROCEDURE**

A. **Approval Process:** All policies must be approved by the President, or in the case of "facilities and property," by the Council of Trustees, upon recommendation by the President.

New policies or changes to existing policies may be initiated by the President, a Vice President, or a member of the President's Executive Leadership Team (ELT). The appropriate Vice President shall seek the approval of the policy from the President.

B. **Policy Format:** Recommendations for new or changes to existing policies must be proposed to the appropriate Vice President using the policy format provided below within this policy. Only those policies approved in accordance with this policy will have the force of University policy.

C. **Policy Manual:** All approved University policies will be published in the online University Policy Manual and will be in effect (i) until renewed, revised or repealed by action of the President, or in the case of "facilities and property," by the Council of Trustees upon recommendation by the President; and (ii) unless and until such policy is found to be in conflict with Federal or Pennsylvania statute or regulation, Pennsylvania State System of Higher Education Board of Governors' policy, or Collective Bargaining agreements.

- D. **Review of Policies:** All policies shall be continually reviewed no later than two (2) years from the date of enactment.
- E. **Interim Policies:** The President or a Vice President may create interim policy in situations where a University policy must be established in a time period too short to permit the completion of the process delineated in this policy. An interim policy will remain in force for up to six (6) months from the date of issuance.
- F. **Incorporation by Reference:** All current and succeeding Collective Bargaining agreements applicable to the University which are in force between employee organizations, properly certified as employee representatives, and (1) the Commonwealth of Pennsylvania or (2) the State System of Higher Education are hereby incorporated by reference in the University's Policy Manual which is available online.

### **ROLE OF EMPLOYEES**

All employees shall have the responsibility of following and, if in managerial or supervisory roles, administering applicable University policies.

The Vice President for Finance and Administration or his/her designee will be responsible for the following: (a) maintaining the online University Policy Manual; (b) distributing all approved University policies or policy changes thereto for inclusion in the online University Policy Manual; and (c) preparing an annual update of a table of contents listing the latest revision dates of each University Policy.

### **COMPLAINTS ABOUT VIOLATION OF UNIVERSITY POLICY**

Any person who believes that an Edinboro University policy has been violated should report it consistent with the instructions of the policy. We strongly encourage that complaints be in writing in order to ensure accuracy. Any person may use the complaint form provided in this policy to file a complaint.

### **CONTACT INFORMATION**

Vice President for Finance and Administration  
Reeder Hall – 2<sup>nd</sup> floor  
Edinboro University of PA  
Edinboro, PA 16444  
(814) 732-2585

## UNIVERSITY POLICY FORMAT

University policies should be developed in the accordance with the following policy format:

**The heading of University policies must contain the following information:**

- A. Policy Title – This line contains the name of the policy.
- B. Policy No. – This line contains the policy number assigned to it by the Vice President for Finance and Administration after the policy is approved and signed by the University President. If an existing policy, the policy number remains unchanged; however, for new policies, this line is left blank.
- C. Supersedes Policy No. dated – This line provides the date(s) of prior revisions to or renewals of the policy.
- D. Page of – This line contains specific page number of the total number of pages of the policy.
- E. Recommended for Approval by – This line contains the name and title of the appropriate Vice President who recommends the policy.
- F. Approved by – This line is signed by the University President. In all cases, the University President approves University policy, except for “facilities and property” policies which, in accordance with Act 188, must be approved by the Council of Trustees.
- G. Effective Date – The line contains the date on which the new, renewed, or revised policy is approved.
- H. Review Date – The line contains the review date which shall be stated “As Required.”

**At a minimum, the policy must contain the following sections:**

- A. INTENT – This section should briefly explain the “purpose” of the policy.
- B. POLICY – This section must provide a clear explanation of the subject matter of the policy.
- C. PROCEDURES – This section should outline “how” the policy is to be implemented, but not include detailed working instructions which are subject to frequent change.
- D. RELATED POLICIES – This section should include other policies that relate to the policy being developed or revised.
- E. CONTACT INFORMATION, if applicable – This section should contain the title, office, address, and phone number of the person(s) who have responsibility for interpretation of the policy.

**EDINBORO UNIVERSITY OF PENNSYLVANIA  
ALLEGATION OF POLICY VIOLATION COMPLAINT FORM**

**COMPLAINANT(S):**

Name	Address	Phone Number	Email Address

(Use additional paper if necessary)

**ALLEGED VIOLATOR(S):**

Name	Office Address	Phone Number	Email Address

(Use additional paper if necessary)

**DETAILED ALLEGATIONS:**

On or about \_\_\_\_\_ (date) the alleged violator(s) did violate University Policy No. \_\_\_\_\_ Section (    ), (    ), (    ), or engage in the action described in the following detailed narrative:

Please describe the alleged policy violation in narrative form below. Be specific about actions or effects. Avoid assumptions or conjecture.  
(Use additional paper if necessary)

Complainant has discussed this action and requested relief from the alleged violator.

Yes \_\_\_\_\_ No \_\_\_\_\_

Describe what steps if any have been taken for relief:

Include the following information if applicable:

**WITNESS(ES)**

Name	Address	Phone Number	Email Address

(Use additional paper if necessary)

**ATTESTATION**

I, \_\_\_\_\_ (name or names) believe the above information and facts are true to the best of my knowledge.

\_\_\_\_\_

(Complainant Signature)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Complainant Signature)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Complainant Signature)

\_\_\_\_\_

(Date)