LOG OF REVISIONS TO THE OPERATIONS MANUAL

Revisions Included in Release 7/12

Section 2.7 – Revision of the Purpose of the Administrative Council (Section 2.7.II) to emphasize its functions as a cross-departmental and cross-functional review body and clarify its role in reviewing changes to the Operations Manual and Clarkson Regulations.

Section 2.9 – Revision to reflect the revised Purpose of the Administrative Council and to clarify the procedures and paperflow for Faculty Senate and Administrative Council actions.

Section 2.9.1 – Flowchart for the procedures and paperflow for proposals initially submitted to the Faculty Senate.

Section 2.9.2 – Flowchart for the procedures and paperflow for proposals initially submitted to the Administrative Council.

Section 5.5.A.11 – Revision of the list of types of scholarly work to include electronic materials.

Section 7.20 – Complete revision of the Conflict of Interest Policy, including revised Conflict of Interest Disclosure Forms.

Section 7.24 – New Section on the Clarkson Social Media Policy.

Section 8.1.5 – Renumbering of Pension Plan – TIAA-CREF to 8.1.5 from 8.1.9. Because of this change, Sections previously numbered 8.1.5 to 8.1.8 were renumbered 8.1.6 to 8.1.9.

Section 8.1.13 – The section references in the last paragraph were revised to reflect other revisions in Section 8.

Section 8.1.14 – New Section adding a Caregiver Policy (Birth and Adoption) for staff (exempt and non-exempt) and faculty not on a continuing appointment.

Section 8.1.15 – Section 8.2.1 regarding Temporary Parental Leaves—Faculty renumbered as 8.1.15 so that both sections regarding parental leave are contiguous.

Section 8.1.15 – Renumbering of the previously number Section 8.1.14, Flexible Benefit Plan – POMCO.

Section 8.2.1 – Renumbered as 8.1.15.
Section 8.2.2 – Renumbered 8.2.1. Correction of the reference to “tuition programs as defined in Sections 8.1.7, 8.1.8, and 8.1.9” to “tuition programs as defined in Sections 8.1.7 and 8.1.8.” Tuition programs are included only in sections 8.1.7 and 8.1.8.

Section 8.2.3 – Renumbered 8.2.2, including renumbering of the sub-sections.

Section 8.3.5 – New Section describing the short term disability program for staff.

Sections 8.3.5 to 8.3.9 – Renumbered as 8.3.6 to 8.3.10, including renumbering of sub-sections.

Revisions Included in Release 7/13

Section 7.21 – Addition of a Government Relations sub-section in the Clarkson University Code of Business Conduct.

Section 7.25 – New section on Government Relations Policies.

Section 8.2.1 – Clarification regarding the access of military personnel assigned by their services to Clarkson and their families to the University’s tuition benefit programs as stated in Sections 8.1.8, 8.1.9, and 8.3.1.

Section 8.3.1 – The limit on the amount of course work for which an employee may register without charge has been restated as the total number of credit hours (12) allowed in an academic year, rather than in terms of the number of courses.

Revisions Included in Release 1/15

Section 2.12 – Revision of the Professional & Supervisory Staff Policies & Procedures.

Section 3.1.3 – Substantial revision of the Affirmative Action and Equal Employment Opportunity Statement to update language and maintain compliance. The section is linked to new Section 3.1.16 for a set of detailed recruitment and selection procedures in hiring.
Section 3.1.4 – Revision to emphasize that the Employment of Family Members at Clarkson is based on job related qualifications.

Section 3.1.5 – Substantial revision of the name and content of the Harassment Policy and Sexual Misconduct Policy to update language and maintain compliance.

Section 3.1.6 – Revision of the policy and procedures for Employment of Minors (Ages 16-18) to meet New York State requirements.

Section 3.1.9 – Clarification of responsibilities and procedures regarding employee Change in Status.

Section 3.1.11 – Revision of the Nondiscrimination Policy to expand its scope.

Section 3.1.12 – Revision of the Cultural Diversity Policy to update the definition of diversity and to state procedures for achieving the policy.

Section 3.1.15 – New Anti-Bullying Policy.

Section 3.1.16 – New Section number for Clarkson University Exit Policy.

Section 3.1.17 – New section stating the policy and procedures for Recruitment and Selection of new employees.

Section 3.1.18 – New section stating the policy and procedures to be followed in all cases of Termination/Resignation of a Clarkson employee.

Section 3.2.1 – Section renamed Retirement Benefits.

Section 3.4.5 – Clarification of policy regarding Rest Periods for Non-Exempt employees.

Section 8.1.9 – Clarification regarding eligibility for the Spouse/Partner Tuition Assistance program.

Section 8.1.13 – Family, Medical, and Military Leave Act – Revision to update language and maintain compliance. Clarifies that the policy encompasses cases when an employee's family member is called into active military service.

Section 8.1.14 – Clarification regarding eligibility for Caregiver Leave.

Section 8.1.17 – New section stating the policy regarding the Years of Service Award.

Section 8.3.1 – Revision of the policy regarding Auditing Courses and Academic Study by Administrative, Supervisory, and General Staff.
Section 8.3.2 – New section stating a new policy regarding Professional Development for Administrative, Supervisory, and General Staff.

Sections 8.3.x forward - With the insertion of new Section 8.3.2, all remaining sub-sections in Section 8 have been renumbered Sections 8.3.x and forward.

**Revisions Included in Release 10/15**

Section 1.2.3 – Revision of Clarkson’s accreditation information to bring it up to date.

Section 3.1.5 -- Revision of the name and substantial revision of the content of the Harassment and Sexual Misconduct Policy to update language and maintain compliance.

Section 6.1.4 – Revision of the new course/course change approval process for courses that do not change degree requirements as specified in the Clarkson Catalog. The Provost’s review and approval is not required except under circumstances stated in this section.

Section 8.1.7 – Deletion of the age restriction on full coverage for Clarkson employees under the University’s group travel accident insurance.

**Revisions Included in Release 12/16**

Section 1.2.3 – Revision of Clarkson’s accreditation information to bring it up to date.

Section 2.10.2.III – Revises the membership of the Awards Committee to include the 3 most recent faculty recipients of the Distinguished Teaching Award instead of the 4 most recent recipients.

Section 2.10.2.VI – Revises the membership of the Honorary Degree Committee by adding the President of the Alumni Association (or his or her designee), ex officio.

Section 3, Several Sub-Sections – Editorial revision to show revised position titles.

Section 3.1.19 – New section stating the policy on Flexible Work Schedule (flextime) and Working Remotely.

Section 4.3.4 – Revision of the Overtime Policy for Non-Exempt Employees.
Section 4.3.5 – Revision of the Supplemental Compensation Procedures for Exempt Non-Faculty

Section 4.3.6 – New section stating the policy regarding compensation of non-exempt employees for travel time as part of their principal job activity.

Section 5.8 – Revision of the policy on Research Associates and Research Faculty. For Research Associates, the revisions extend the maximum time an individual can have this title from 2 years to 3 years and also require Research Associate contracts to include a career development plan for the period of the contract. For Research Faculty, the approval procedure for appointments is clarified.

Section 5.10.1 – Revision of the application procedure for a Faculty Sabbatical. The revision requires a faculty member’s application for a sabbatical to be submitted one-year in advance of the requested start date for the sabbatical.

Section 7.18 – Revision and expansion of the Computer Use Policy into an Information Technology Use Policy that covers all information technology resources of the University.

Section 7.26 – New Clarkson policy regarding “Naming Gifts” to the University.

Section 8, Several Sub-Sections – Editorial revisions to show a change in benefit provider or a revised position title.

Section 8.1.9 – Revision to clarify that the spousal tuition benefit cannot be combined with other award programs in relation to aid.

Section 8.2.2 – Revision to clarify the fringe benefits available to the various categories and types of part-time, adjunct, visiting and research faculty and Research Associates.

Section 8.3.8 – Revision of the policy regarding general staff who are required to work on holidays.

Revisions Included in Release 7/17

Section 1.2.1 – Revision of the Clarkson University Mission Statement to reflect an increased emphasis on graduate and professional continuing education programs. The phrase “with particular emphasis on the undergraduate experience” was removed.

Section 3.3.4 – Marked as “Superseded by Section 3.1.18 effective July 2014.”

Section 3.3.5 – Section renamed Retirement Benefits.
Sections 5.0 and 5.1 – Significant revision of the Preamble to the Faculty Policies and Faculty Titles (status and definitions) to clarify and differentiate “Specialty Faculty Appointments” and “Career Track Faculty Appointments;” to add the Specialty Faculty titles of “Supervising” and “Professor of Practice;” and to create “Teaching Track” appointments as a type of Career Track Appointment. Also, the faculty rank of Lecturer is eliminated.

Section 5.3.B – Delete the sub-section describing the standards for the faculty rank of lecturer, with renumbering of the remaining sub-sections.

Section 5.6 – Delete the sub-section regarding promotion from the lecturer rank to assistant professor, with renumbering of the remaining sub-sections.

Section 5.9 – New section titled “Non-Tenure Teaching Faculty Track – Appointment, Reappointment, and Promotion of teaching Faculty.”

Former Sections 5.9 and 5.10 – Renumbered Sections 5.10 and 5.11, respectively.

Section 7.12 – Editorial revision of position titles.