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|  **Title #**  |

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| **INITIAL EFFECTIVE DATE:***Month/Day/Year**The date on which the policy was initially adopted.* | **LAST REVISION DATE:***Month/Day/Year**Date of last revision or review of policy by policy owner. (this will be the date of the current review)* | **RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT***The University Division/Department whose jurisdiction covers the subject matter of the policy. This is the subject matter expert and is responsible for policy administration, interpretation, general questions and compliance efforts related to the policy.* |

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| **POLICY STATEMENT** *Concise formal statement that communicates a governing principle that mandates or limits actions. A policy statement is a clear and active statement of management philosophy and direction. The policy statement should be brief (2-6 sentences) and is supplemented by the information within the rest of the policy and the procedure template if procedures are appropriate.* |

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| **SCOPE***Define the scope of the policy by identifying exactly whom or what is governed by the policy. For example: This policy applies to all salaried exempt employees or this policy applies to all faculty and staff.* |

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| **REASON FOR POLICY***The governing principle, plan, or understanding that guides the policy statement. Provides the rationale for the policy. Describes the circumstances to which the policy responds, or the problem or conflict it resolves. States any federal, state, or local statutes or regulations related to the policy.*  |

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| **DEFINITIONS***Define within this category anything which may be ambiguous or have specialized meaning within the policy. An example might be Salaried Exempt Employee: Employee who is paid a set salary for a period of time with no overtime compensation, or FIU owned computer equipment: All equipment of an electronic nature provided to the employee by FIU for the purpose of completing work on FIU’s behalf.* |
| **TERM** | **DEFINITIONS** |
| *Employee* | *A person employed for wages or salary, especially at nonexecutive level.* |
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| **ROLES AND RESPONSIBILITIES***Summarizes the responsibilities of the University, college offices, divisions, departments or positions named in the policy.* |

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| **RELATED RESOURCES** *This section within the policy should align operations. Links to other policies, laws, forms, tools, and processes suggested to support the implementation or required for compliance with the policy. Examples include:** *Links to federal state or local laws or relations*
* *Background material that is helpful and not directly related to policy implementation*
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| **CONTACTS***Standard Language: Questions about this policy should be directed towards the office with administrative oversight of this policy.**Policy owner should add more specific language if applicable (e.g., title of person to be contacted, )* |

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| **HISTORY***List initial effective date, revision dates, and/or review date.* |