

Business Managers Group

UMBC Policy Update

December 1, 2015

UMBC Policy Committee

- Faculty Affairs
- Academic Affairs
- Research
- Student Affairs
- General Administration
- Personnel/Human Resources
- Fiscal and Business Affairs
- External Relations
- Information Technology
- Legal

UMBC Policy Committee

- Established a UMBC Policy website on which all USM and UMBC policies are posted.
- Established an official UMBC Policy Template.
- Transitioning all current UMBC policies to official template.
- Reviewing all USM policies for requirements for UMBC.

UMBC Policy Updates

UMBC X-1.00.07-Policy on the Definition and Classification of Sensitive Information

- Purpose is to protect sensitive information within the UMBC community from unauthorized exposure.
- Applies to individuals accessing information in physical or electronic format.
- Data custodian or owner must define data classification for records based on data sensitivity.

UMBC Policy Updates

UMBC IV-2.00.01 Policy on the Consistent Application of Facilities and Administrative (F&A) Costs

- Approved by President on 11/2/2015.
- Provides the basis for the consistent application of full and appropriate federally negotiated F&A costs on all Sponsored Project proposals and awards.

USM Policy Updates

VII-1.22 Policy on Separation of Exempt Staff

- Amended
- Clarifies that if an exempt, at-will employee is placed on administrative leave during the notice period of 1 to 12 months he/she may not be considered an active employee with benefits.
- Individual may still receive compensation commensurate with that expected during the notice period.
- Amendments do not change circumstances in which termination by notice is appropriate or other aspects unrelated to termination by notice.

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USM Policy Updates

VIII 1.10 Policy for Capitalization and Inventory Control

- Amended
- Establishes system-wide standards for recognition of capital assets having more than 1 year of life with a cost less than \$5,000 (Changes do not apply to assets costing more than \$5,000).
- Enables institutions to adopt alternative processes and institutional practices to control assets.
- UMBC Policy: All Computers (regardless of cost), A/V Equipment >\$1,000 up to \$4,999, Firearms, Motor Vehicles.

USM Policy Updates

VI-1.60 Policy on Sexual Misconduct

- Replaces USM Policies VI-1.20 and VI-1.30.
- Previous policies outdated and in need of revision due to federal legislative changes and policy concerns.
- See **UMBC Policy VI-1.60.01 Interim Policy on Prohibited Sexual Misconduct and Other Related Misconduct.**

USM Policy Updates

VII 7.00 Policy on Annual Leave for Regular Nonexempt/Exempt Staff

- Amended.
- Captures current and long-standing institution practice and terminology.
- Consolidation of two duplicative policies.
- Addresses the following:
 - Codifies maximum number of annual leave hours that staff may carry over (calendar year)-400 hours
 - The impact of changes on an individual's employment status on annual leave accrual and usage (examples: full-time to part-time status, eligible to ineligible leave accrual status, etc.)

USM Policy Updates

V-1.20: Policy on Social Media Privacy

- Amended October 9, 2015.
- Response to House Bill 934 (SB 210) Educational Institutions-Personal Electronic Account-Privacy Protection.
- Intent of Legislation to protect the privacy of students' "non-institutional" online accounts (email, social media, etc). Student cannot be coerced into providing access to personal accounts.
- Policy amendment added "prospective students" and "applicants" to protected class.

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USM Policy Updates

VII- Human Resources Policies

- Revised October 9, 2015
- Updates and Amendments to most USM HR Policies
- Extensive revisions to UMBC Policy Website.

Policy Questions?

We welcome the opportunity to assist you.

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