



# Institutional Policies

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# 1 Administration Policies

## 1.a Developing and Establishing Heritage University Policy and Procedures

Responsible Office	Executive Office		
Effective	April 16, 2019		
Revised			
Last Reviewed	January 11, 2023		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

Heritage University develops, approves, and publishes well-articulated and understandable policies and related procedures.

University policies and procedures will be:

- commonly formatted,
- formally approved,
- centrally maintained,
- kept current, and
- distributed to all relevant constituencies in a timely manner.

University policies covered by this standard are those that have broad application throughout the institution, help ensure coordinated compliance with applicable laws, regulations, and standards; promote operational efficiencies; facilitate quality improvement; enhance the University's mission; reduce institutional risk; provide faculty, staff, and students with clear tools; and clarify how the University does business.

### Policy Classification and Requirements

Institutional Policies satisfy the following criteria:

1. It is a governing principle with mandated actions or constraints.
2. It is applicable university-wide.
3. It will change infrequently.
4. It helps ensure compliance, enhances the mission, or reduces institutional risk.
5. It is approved by senior Administration of the University.

Board of Directors Policies satisfy the following criteria:

1. It is a governing principle with mandated actions or constraints.
2. It applies specifically to the Board of Directors duties and actions.
3. It will change infrequently.
4. It helps ensure compliance, enhances the mission, or reduces institutional risk.
5. It is approved by the Board of Directors of the University.

Local Policies satisfy the following criteria:

1. It is a governing principle with mandated actions or constraints.
2. It applies specifically to a unit or units (e.g., department, office, college, program, students,

vendors, etc.).

3. It will change infrequently.
4. It helps ensure compliance, enhances the mission, or reduces institutional risk.
5. It will be consistent with Institutional and Board policies. A Local Policy that contradicts an Institutional or Board policy will be considered void.
6. It is approved at the senior level of the University.

Approved policies will be included both on the University's website and in the Policy Manual maintained in the President's Office.

**Procedure**

Policy Development and Approval Procedures

**Related Documents**

Policy Template

Procedure Template

## 1.b Governance Structures Policy

Responsible Office	Executive Office		
Effective	December 14, 2011		
Revised	9/2007, 11/2013, 1/2014, 2/2014, 11/2019, 4/13/2022, 6/17/2023, 11/15/2023		
Last Reviewed	November 15, 2023		
Compliance	NWCCU 2.A.4		
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

It is the policy of Heritage University to have several ongoing University committees to help administer programs, make decisions and advise the President.

#### A. President's Executive Cabinet

##### 1. Purpose and Function

The President's Executive Cabinet, in its role of campus leadership, is entrusted by the President with making recommendations for procedures, operational details, and action decisions directed towards the university's stated mission, goals, and objectives. The Executive Cabinet, through the Vice Presidents and other department leads, also facilitates constructive, shared communication between the administration and the rest of campus.

##### 2. Membership

It is the responsibility of the President to appoint members to the Executive Cabinet such that it can achieve its purpose and function. Its membership includes all of the Vice Presidents and other department leads as appointed by the President. Members are appointed by the President and announced at the beginning of the academic year and/or when any change is made.

##### 3. Procedure

The President's Executive Cabinet serves at the pleasure of the President in an advisory, planning, and communications capacity. It is convened by the President's Office.

#### B. President's Council

##### 1. Purpose and Function

The President's Council, in its role of representative campus leadership and problem solving, is entrusted by the President with seeking input, making recommendations for policies and procedures, operational details, and action decisions directed towards the university's stated mission, goals, and objectives. It is a forum for all stakeholder representatives to present, discuss, and resolve issues and concerns. The Council, through the collaborative and representative process, also facilitates constructive, shared communication between the administration and the rest of campus.

##### 2. Membership

It is the responsibility of the President to appoint members to the President's Council such that it can achieve its purpose and function. Its membership includes the Vice Presidents, Faculty Senate Executive Committee (or designees as appropriate), and Staff Senate Executive Committee (or designees as appropriate). Other members may be appointed by the President and announced at the beginning of the academic year and/or when any change is made.

### 3. Procedure

All proposals for University policies, handbook changes, and other items involving the University as a whole are brought to the President's Council for review and approval. This committee meets every other month (or more often as needed should significant issues arise), convened by the President's Office.

## **C. Institutional Planning Committee**

### 1. Purpose and Function

The Institutional Planning Committee (IPC) is entrusted by the President with monitoring and reviewing progress made on the strategic initiatives of the institution. Additionally, the IPC reviews and takes into consideration program review and assessment reports and serves as a place where strategic ideas for the growth of the university will be discussed. Recommendations for allocation of resources will be provided to the President, based on the deliberations of the IPC. Committee members are responsible for providing feedback to stakeholder groups on a continuing basis, using multiple modalities.

### 2. Membership

STANDING

Director of Accreditation & Quality Improvement, Chair

Faculty Senate President

Staff Senate President

Student Senate President

APPOINTED (terms matching the election cycles of respective senates)

One faculty member appointed by Faculty Senate

One staff member appointed by Staff Senate

One student government association member appointed by SGA

Other members may be appointed by the President and announced at the beginning of the academic year and/or when any change is made. Appointments are made each fall and members serve for a term of one year. There is no restriction on the number of consecutive terms a member may serve.

### 3. Procedure

This committee meets every other month, convened by the Accreditation & Quality Improvement Office.

## **D. University –Wide Advisory Committee on Compensation**

### 1. Purpose and Function

The Compensation Committee is a forum for discussion of, and recommendations concerning, compensation. The Committee reviews recommendations brought to it by members of the University or reviews matters initiated within the Committee. Recommendations are submitted to the President for final action.

### 2. Membership

STANDING

CFO

Provost/Vice President for Academic Affairs



Director of Human Resources

**APPOINTED**

Two administrators appointed by the CFO

**ELECTED**

Two regular-ranked faculty members

One adjunct faculty member

One alternate faculty member

Two staff members

One alternate staff member

**3. Procedures**

The CFO chairs the committee. Elected members serve for a term of two years. There is no restriction on the number of consecutive terms a member may serve.

**E. Issues Resolutions Review Committee**

**1. Purpose and Function**

The Issues Resolution Review is a university-wide advisory committee that reviews issues identified from any area of the University that do not clearly fall within the purview of other committees or areas. The committee reviews issues brought to any of its members by members of the University or initiated within the committee.

After an initial hearing and review of any issue brought to it, the committee may refer the issue to the appropriate University area for resolution or maintain the issue for its own study. If necessary, the committee may confer with the President to determine the appropriate University area for resolution. If the Issues Resolution Committee determines that the committee is the appropriate body to assess the issue, it will gather additional information prior to providing a report and recommendation to the President. The President will then meet with the Issues Resolution Committee to discuss the recommendation before making a final determination. The determination will be communicated to all stakeholders, including the Faculty Senate, with appropriate consideration made to ensure confidentiality.

**2. Membership**

Two members and two alternates are elected by the Faculty Senate; two members and two alternates are elected by Staff Educator Senate. The Issues Resolution Review Committee elects its own chair.

**F. External Advisory Committees**

**1. Purpose and Function**

It is the policy of Heritage University to encourage the use of advisory committees made up of representatives of the public who are knowledgeable in the relevant fields and committed to the mission of the University.

**2. Membership**

Such Advisory committees will be authorized by the President, on the advice of Cabinet. Members recommended by the University official or program director will be approved by the President, on the advice of Cabinet. The Advancement office and Governance Committee of the Board will be informed of

such appointments.

### 3. Procedures

The purpose of an advisory committee is clarified in the request to authorize. Otherwise the procedures are established by the officer or program director being advised.

## **G. Faculty Senate**

### 1. Purpose and Function

The faculty of the University consists of all instructional personnel engaged in teaching and/or research, including faculty librarians. Faculty Senate is the official faculty organization, which is part of the University's governance structure. Faculty Senate conveys formal statements of decisions, recommendations and opinions of the organization to the Academic Affairs Committee, Academic Administrators, the President of the University, and other appropriate bodies. Faculty Senate Bylaws govern the purpose and function of Faculty Senate.

### 2. Membership

The Faculty Senate has its own Bylaws which establish its membership and mode of operation.

## **H. Staff Educator Senate**

### 1. Purpose and Function

The Staff Educator Senate of the University is the official staff educator organization, which is part of the University's governance structure. Staff Educator Senate conveys formal statements of decisions, recommendations, and opinions of the organization to the Academic Affairs Committee, Academic Administrators, the President of the University, and other appropriate bodies. Staff Senate Bylaws govern the purpose and function of Staff Educator Senate.

### 2. Membership

The Staff Educator Senate has its own Bylaws which establish its membership and mode of operation.

## **G. Academic Affairs Assembly**

### 1. Purpose and Function

The Academic Affairs Assembly is responsible for academic policy formulation, including admissions and graduation requirements, academic advising, program quality assurance, and approval of new majors, programs, sites, and/or degrees. It receives recommendations from the Undergraduate and Graduate Curriculum Committee and also acts on academic policy matters referred by other units of the University. The President of the University and the Provost/Vice President for Academic Affairs give monthly reports. This Committee is advisory to the President and the Provost/Vice President for Academic Affairs. The President forwards the committee's recommendations to the Board of Directors when appropriate.

### 2. Membership

The President of the University and the President of the Faculty Senate co-chair this committee. Participants include the President of the University, the Provost/Vice President for Academic Affairs, all members of the Faculty Senate, all University Vice Presidents, Deans, Department Chairs, Registrar, and Directors of Academic support units and centers. Voting member of this committee are the full-time faculty members.

## **H. Assessment Committee**

### **1. Purpose and Function**

The purpose of the Assessment Committee is to support the University Community in the following ways:

1. Establish a campus culture of “continuous improvement.”
2. Ensure that the University monitors progress toward the strategic plan outcomes.
3. Assist in monitoring the alignment of strategic initiative outcomes with the Heritage Mission, vision, and values.
4. Assist in meeting any other assessment activities as necessitated by accreditation.

The Assessment Committee respects the autonomy of institutional units. It acts as an advisory committee to the campus community and follows appropriate governance structures. It will not infringe on the rights of institutional units to determine their own programs. The Committee will not evaluate individual staff members based on data collected.

### **2. Membership**

#### **STANDING**

Vice President of Student Affairs (Chair)

Provost (Co-Chair)

Director of Accreditation & Quality Improvement or designee

Director of Information Technology or designee

Director of Student Life

Coordinator of the Academic Skills Center

Regional Director(s)

#### **APPOINTED**

One staff person from the Business Office, appointed by the area Vice President.

One staff person from Financial Aid, appointed by the area Vice President.

#### **ELECTED BY FACULTY SENATE**

Two faculty members, from different academic departments.

## **I. Committee on Library, Information Resources, & Instructional Technology**

### **1. Purpose and Function**

This Advisory Committee evaluates academic needs and recommends policy and programs related to library, information resources, and instructional technology. Depending upon the topics under consideration, its recommendations may be forwarded to the Director of the Library, the Director of Information Technology, the Undergraduate Curriculum Committee, the Graduate Curriculum Committee, the Academic Affairs Assembly, and/or the Provost/Vice President for Academic Affairs. The committee helps select classroom and lab technology, research technology, university supported software, and online technology. It also reviews and recommends policies related to acceptable use of all campus information technology. It brings faculty, students, and staff closer to decisive conversations related to instructional technologies, systems, and training.

### **2. Membership**

#### **STANDING**

Director of Library (Chair)

Director of Information Technology  
Provost/Vice President for Academic Affairs or designee

#### APPOINTED

One staff member (recorder and non-voting member) appointed by the Provost/VPAA after consultation with the Director of Library

One chair with a program at a regional site, appointed by the Provost/VPAA

One student member recommended by the SGA

#### ELECTED

Four faculty members according to the following distribution, one of whom will be elected as Co-Chair of the Committee at the first meeting after the election:

- One from Education
- One from Fine Arts, Humanities, or Literature and Languages
- One from Engineering, Mathematics, Nursing, or Science
- One from Business, Psychology, Social Sciences, or Social Work

The Director of the Library convenes the Committee. Elected members serve for a term of two years. There is no restriction on the number of consecutive terms a member may serve.

### **J. Accreditation Review Committee (ARC)**

#### 1. Purpose and Function

The Accreditation Review Committee (ARC) is a campus-wide committee of representatives from various constituent groups that advises the Director of Accreditation & Quality Improvement, Provost, and President on institutional accreditation matters. The ARC will serve as a resource to collaboratively assist the Accreditation Liaison Officer (ALO) in reviewing, gathering, and monitoring the university's efforts to meet or exceed the accreditation standards set by the Northwest Commission on Colleges and Universities (NWCCU). This committee meets at least once per semester and more frequently as needed. The committee is convened by the Accreditation Liaison Officer.

The Accreditation Review Committee will

- Become familiar with the accreditation process, standards, and expectations for self-evaluation reports and site visits.
- Oversee the completion of evaluation reports.
- Review all drafts of the self-evaluation reports and provide feedback.
- Serve as a resource to the campus community on matters related to accreditation, as well as the university's reports and site visits.
- Serve as a conduit for constituency input into accreditation reports and responses.
- Create a work-plan and timeline for completion of the self-evaluation report and any Ad Hoc or reports.
- Facilitate the progress and completion of all recommendations made by NWCCU.
- Recommend appropriate resources and campus supports, as needed, to assist in the accreditation process and ensure progress in meeting all accreditation requirements.

#### 2. Membership

STANDING

Accreditation Liaison Officer, Chair

VP for Academic Affairs or designee  
VP for Student Affairs or designee  
Center for Intercultural Learning and Teaching (CILT) representative

**APPOINTED FROM ELECTED COMMITTEES**

Assessment Committee representative  
Program Review representative

**ELECTED**

Two faculty members, from different academic departments. Members serve for a term of four years, on a rotating basis. Members may serve non-consecutive terms.

**K. Task Forces and Other Bodies**

The President may establish task forces to address current issues facing the University. Task forces terminate at the end of the academic year in which they are established unless reappointed for the next year. The President and other University officers may also establish advisory groups for specific projects or purposes such as information technology or marketing. There are also ongoing bodies such as Student Government that are formed by their members and establish their own procedures.

**L. Board Notification**

The President shall provide the Executive Committee of the Heritage University Board of Directors (“Executive Committee”) with a copy of this Governance Structures Policy (“Policy”), and the President or a person designated by the President shall notify the Executive Committee in writing of any change or addition to the Policy within seven (7) days of the adoption of such change or addition.

## 1.c Records Management Policy

Responsible Office	Information Technology		
Effective	11/1/2011		
Revised	11/06/2019; 1/13/2021		
Last Reviewed	10/16/2024		
Compliance	NWCCU 2.C.4, 2.I.1, and ER 15		
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

This policy outlines requirements for retaining, securing, and destroying University records. It shall be carried out in conformity with state and federal law. This policy covers all records which must be maintained to meet the fiscal, legal, historical, or administrative needs of Heritage University, or any records that contain confidential or restricted data.

#### Storage of Active Records

All active records must be maintained in a secure and reliable manner and be readily available for authorized use. Data security measures will be implemented commensurate with data value, sensitivity, and risk. Each Custodial Office shall ensure that any copies of records are handled with care to maintain the best interests of the University.

#### Retention Schedules

Each Custodial Office is responsible for determining the appropriate retention period for covered records for which it is the primary producer or holder of that information.

#### Storage of Inactive Records

As records become inactive all additional copies should be collected and destroyed. Each custodial office will keep records per requirements established by state and federal regulations. Records should be clearly marked with the retention expiration date.

#### Permanent Storage – Archives

Any record determined to have historical value by the President's Office will be stored permanently in the University Archives.

#### Destruction of Records

Each Custodial Office is responsible for the appropriate and timely destruction of records per their retention/destruction schedule. Destruction must be thorough and irreversible. Document destruction must be suspended immediately upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

### Definitions

Records: All documentation, email, data, regardless of physical form, generated while conducting business, which must be maintained to meet the fiscal, legal, historical or administrative needs of the organization.

*Custodial Office:* The office or department that originated and/or has been charged with maintaining and managing the record.

*Active/Inactive Records:* Active records are those kept on hand for regular use in conducting business. They should be arranged according to the needs and convenience of those who use them, but must be secured if they contain confidential or restricted data. The inactive phase of a record begins at the conclusion of an ongoing matter, such as completion of a contract or the departure of an employee.

*Record Retention Schedule:* A schedule details the current record retention practices of each Custodial Office that manages records covered by this policy. In many cases, schedules reflect the current legal requirement for retention of those records. The schedule takes effect as soon a record becomes Inactive. Offices that have copies of documents that are the responsibility of another office need to adhere to the retention and destruction schedule of the Custodial Office. Retention schedules are appended to the end of this policy.

*Data Classifications:* To ensure the security of and appropriate access to sensitive data, records are managed according to the classification of the data they contain--Confidential, Restricted or Public.

- Regulated/Confidential - Data which is legally regulated; and data that would provide access to regulated/restricted information. Records containing this data must be stored in a secure location with limited access. These records must be destroyed according to their retention/destruction schedule by cross-cut shredding or other University sanctioned means to ensure that all sensitive information can no longer be read or interpreted.
- Restricted/Limited - Data which while not legally protected could be misused to the detriment of the University, its students, faculty, staff, partners, alumni or other third parties; and data protected by contractual obligations.
- Public - Data for which there is no expectation of privacy or confidentiality.

## **Related Documents**

[Email Retention](#)

# **2 Business Office Policies**



## 2.a University Travel

Responsible Office	Business Office		
Effective	October 8, 2013		
Revised	11/2016, 11/2017, 2/17/2021		
Last Reviewed	2/17/2021		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

It is the policy of the University that reasonable expenses for official travel will be reimbursed in accordance with guidelines set up by the Vice President of Finance. The guidelines are designed to protect the interests of both the employee and the University. The University tries to provide reasonable and adequate insurance for all business travel while also assessing the risk of such travel.

In accordance with the above statements, and for liability and insurance purposes, all travel by University personnel must be approved in advance including but not limited to, travel using any other third party vendors such as airlines, or car or van rental agencies.

- Procedures in the Travel Policy Procedures Manual must be followed for costs to be reimbursed.
- All employees are asked to exercise common sense regarding expenses covered by this policy.

### Procedure

Travel Policy Procedures Manual

### Related Documents

HU Travel Request Form

Employee Reimbursement Form

Non-employee Reimbursement Form

Travel Policy for Students

## 2.b Identity Theft Prevention

Responsible Office	Business Office		
Effective	November 29, 2011		
Revised			
Last Reviewed	November 15, 2023		
Compliance	FACT Act 2003, section 114 and 115; NWCCU ER 15		
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

Heritage University has a formal identity theft program to safeguard the identity and privacy of faculty, staff, students, and donors from all types of theft. This policy is required by any institution engaged in a loaning activity. Heritage University (the University), in response to a growing problem of identity theft, endeavors to safeguard personal and private information of its faculty, staff, students and donors. Additionally, the University understands the importance of complying with applicable federal regulations under sections 114 and 315 of the Fair and Accurate Credit Transactions Act (FACT Act) of 2003 to establish an Identity Theft Prevention Program designed to detect, prevent and mitigate identity theft in connection with conducting University business, as defined by federal regulations.

### The Program:

Heritage University establishes an Identity Theft Prevention Program (the Program) to detect, prevent and mitigate identity theft. The Program shall include reasonable policies and procedures to:

1. Identify relevant red flags for new and existing covered accounts and incorporate those red flags into the program.
2. Detect red flags that have been incorporated into the Program;
3. Respond appropriately to any red flags that are detected to prevent and mitigate Identity Theft; and
4. Ensure the Program is updated periodically to reflect changes in risks to customers or to the safety and soundness of the creditor from identity theft.

### Administration of Program:

1. The Vice President of Support Services shall be responsible for the development, implementation, oversight and continued administration of the Program.
2. The Program shall train staff, as necessary, to effectively implement the Program; and
3. The Program shall exercise appropriate and effective oversight of service provider arrangements.

### Definitions

**Identity theft:** means fraud committed or attempted using the identifying information of another person without authority.

**Covered Accounts include:** a consumer account that involves multiple payments or transactions, such as a loan or account that is billed or payable monthly.

- Heritage University Education Loan Agreement for Deferred Tuition Payments
- Federal Perkins Loan Program
- Student Emergency Loan Program

- Employee Advance Program
- Other Student Accounts Related to Loans
- Sallie Mae Tuition Payment Plans

**Red Flag:** patterns, practices and specific activities that signal possible existence of identity theft.

**Identifying information:** is any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including: name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, student identification number, computer's Internet Protocol address, or routing code.

### **Procedure**

Identify Theft Prevention Program

## 2.c Grant Management

Responsible Office	Business Office		
Effective	May 10, 2016		
Revised			
Last Reviewed	May 10, 2016		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

A grant or contract is a commitment between Heritage University (HU) and an external entity involving the commitment of University resources in the form of space, personnel, and/or goods and services. Normally the external entity will be making a commitment of funding. Preparing to apply for and then manage a grant requires a set of procedures that assure the fulfillment of that commitment as well as compliance with law and relevant regulations.

Grants funded by private foundations are managed through the Advancement Office and are covered in policy 3.2: Grants from Private Foundations and Corporations. Grants from public sources (federal, state, local) whether for faculty research, staff initiatives, or center projects, or for large institutional proposals are managed through the Office of Research and Funded Programs and are covered in Policy 3.3: Grants from Public Sources

Public grant award announcements will be made by the Vice President for Marketing and Communication. All grant checks are to be sent to the Business Office. Funds will be credited to specific accounts for the grant, if so designated by the Controller. The Grants Accountant is accountable for tracking report due dates and may send courtesy reminders to faculty and staff of upcoming reports, with a copy sent to the appropriate dean or vice president.

Grant recipients are responsible for completing grant reports as required by the funder. Prior to submission, all budgetary components of these reports must be reviewed by the Grants Accountant or Controller to assure reliability for auditing purposes.

### Procedure

Grant Application Procedures for Private Foundations and Corporations  
 Grant Application Procedures for Public Sources (Federal, State, Local)

### Related Documents

Grant Budgeting and Management Guidelines  
 Template for Capturing your Grant Idea  
 Application to Develop a Grant Proposal

# **3 Information Technology Policies**

### 3.a Information Technology Appropriate Use Policy

Responsible Office	Information Technology		
Effective	5/10/2016		
Revised	1/13/2021		
Last Reviewed	10/16/2024		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

#### Policy

This policy sets forth standards for responsible and acceptable use of Heritage University's Information Technology (IT) resources. These resources include computer systems, computer labs, applications, networks, software, electronic communications and information sources, telecommunication devices and equipment, web pages, and related services. This policy applies to all who use Heritage University technology.

The University reserves the right to limit or refuse access to its information resources and networks in order to protect the confidentiality, integrity, availability or functionality of technology resources or when applicable University policies or codes, contractual obligations, or state or federal laws are violated.

#### Prohibited Activities

- Revealing passwords or otherwise permitting the use by others (by intent or negligence) of personal accounts for computer and network access.
- Attempting to access, or accessing another user's accounts, private files, e-mail messages, or intercepting network communication without the owner's permission except as appropriate to your job duties and in accordance with legitimate university purposes.
- Knowingly performing an act which will interfere with the normal operation of computers, systems, peripherals, or networks.
- Copying software, applications, databases, program code or scripts of any sort to or from University computers unless authorized by the University IT Department.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to disrupt, damage, or place excessive load on a computer system, service or network (e.g., the propagation of computer "worms" and "viruses", the sending of electronic chain mail, etc.).
- Misrepresenting oneself as another individual in electronic communication.
- Attaching and/or installing equipment, devices, software or applications not owned by or licensed to the University unless authorized by the University IT Department.
- Unauthorized moving or removing of equipment or devices.
- Installing, copying, distributing, or using electronic content (including software, music, text, images, and video) without the consent of the publisher, author or copyright holder. See Heritage University Copyright Policy.
- Engaging in conduct that interferes with others' use of shared IT resources.
- Using University IT resources for political or personal economic gain.
- Unauthorized access, possession, or distribution, by electronic or any other means, of electronic information or data that is confidential under the University's policies regarding privacy or the

confidentiality of student, administrative, personnel, archival, or other records.

- Using IT resources for illegal activities. Criminal or illegal use may include obscenity, child pornography, threats, harassment, copyright infringement, university trademark infringement, defamation, theft, identity theft, and unauthorized access.
- Making available any materials, the possession or distribution of which is illegal.
- Unauthorized scanning of networks for security vulnerabilities.
- Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or re-transmission of any computer or network services;

### **Enforcement**

Users who violate this policy may be denied access to University computing resources and may be subject to disciplinary actions and/or criminal and civil penalties.

### **Related Documents**

[Records Management Policy](#)

[Data Security](#)

[Copyright Compliance](#)

### 3.b Data Security

Responsible Office	Information Technology		
Effective	5/10/2016		
Revised	2/17/2021		
Last Reviewed	10/16/2024		
Compliance	NWCCU 2.C.4, ER 15		
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

#### Policy

In support of its educational mission, Heritage University acquires, develops, maintains, and archives information. Some of this information is confidential or restricted, either for the business purposes of the University or for the purpose of protecting the privacy and security of the individuals who work and learn there. This policy is intended to provide guidance and requirements for identifying and protecting the sensitive information with which it is entrusted.

Information with sensitive data is found throughout the campus community in various forms. It is collected, stored, archived and often transmitted by printing, electronically, and orally. Heritage University is committed to protecting the privacy and security of the information entrusted to it. In addition there are legal mandates for securing some of this data. Everyone who handles or has access to sensitive information is responsible for protecting information in a legal, judicious, and secure way.

The guidelines below apply to all confidential data, and where noted to restricted data as well.

1. Limit the collection of confidential data.
2. Limit the use of confidential and restricted data.
3. Minimize the proliferation of confidential and restricted data
4. Secure confidential and restricted data

Compliance with this data protection policy is the responsibility of all members of the University community. Report any privacy incident immediately to your supervisor or Vice President.

#### Definitions

Personally Identifiable Information (PII): A piece of data or combination of data that permits an entity the ability to uniquely recognize or infer the identity of a person. This data is considered sensitive if, when compromised or disclosed it could result in harm, embarrassment, inconvenience or unfairness to an individual.

Confidential Data - Data which is legally regulated; and data that would provide access to restricted information. All Sensitive PII is considered confidential and must be handled in conformance with the guidelines in this policy.

Restricted Data - Data which while not legally protected could be misused to the detriment of the University, its students, faculty, staff, partners, alumni, donors or other third parties; and data protected by contractual obligations.

Sensitive Data – A term covering both confidential and restricted Data.



Mobile Device – A portable computing device. This includes but may not be limited to laptops, smart phones, tablets, USB flash drives, etc. ALL Heritage-related confidential and restricted information stored on a mobile device *must be encrypted*.

**Related Documents**

[Records Management Policy](#)

[Information Technology Appropriate Use Policy](#)

[Family Educational Rights and Privacy Act \(FERPA\) Policy](#)

### 3.c Purchase, Acquisition, Use and Management of Computing Hardware and Software

Responsible Office	Information Technology		
Effective	5/10/2016		
Revised	11/1/2019; 1/13/2021		
Last Reviewed	1/13/2021		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

#### Policy

The IT Department is solely responsible for the purchase, acquisition, distribution and management of all forms of computing hardware and software on campus. Any member of the University who wishes to purchase or otherwise acquire equipment or software that may be attached to or installed on Heritage-managed equipment or connected to the Heritage technology network must get prior approval from the IT Department. Computer related hardware and software include, but are not limited to, such items as computers, laptops, tablets, department printers, software, etc.

#### Use of Personally Owned Devices

Security, compatibility, and support considerations dictate that the use of personally owned equipment or software of any sort on Heritage University wired network systems is not permitted. This is not intended to limit use on the Heritage Wi-Fi system or the temporary use for instructional purposes in the classrooms.

#### Definitions

*Equipment* refers any device which directly connects to any Heritage University network or telecommunications system.

*Software* refers to any application installed on a computing device.

#### Related Documents

[Information Technology Appropriate Use Policy](#)

### 3.d Email

Responsible Office	Information Technology		
Effective	5/10/2016		
Revised	11/1/2019; 4/14/2021		
Last Reviewed	10/16/2024		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

#### Policy

All communications via e-mail will be consistent with all pertinent sections of the student code of conduct, the Employee Handbook, and all other applicable University policies.

Sensitive institutional and personal information will not be sent via e-mail, unless specific steps are taken to encrypt the email.

Under normal circumstances, when an individual's affiliation with the University ends, the University provided e-mail account also ends. The University may elect to continue the account, as necessary.

University email shall not be used for personal financial or other gain.

Unless inappropriate use stems from technical or other problems outside of the individual's control, persons to whom Heritage University e-mail accounts are assigned are responsible for actions taken with their accounts. Accounts and account passwords are not to be sold, rented, or shared with any other person.

Email and associated attachments that must be maintained to meet the fiscal, legal, historical, or administrative needs of the organization is decided by each custodial office in accordance with applicable state and federal guidelines. Email and associated attachments that are subject to retention should be saved on a network drive.

#### Related Documents

[1.c Records Management Policy](#)

[3.a Information Technology Appropriate Use Policy](#)

[5.g FERPA Policy](#)

# 4 Human Resources Policies

#### 4.a Equal Employment Opportunity Affirmative Action Policy

Responsible Office	Human Resources		
Effective	December 13, 2016		
Revised	April 9, 2020		
Last Reviewed	November 15, 2023		
Compliance	Executive Orders 11246 and 11375, as amended; the Rehabilitation Act of 1973 (Sections 503 & 504); Americans with Disabilities Act of 1990 (Title II); the Age Discrimination in Employment Act of 1967; Genetic Information Nondiscrimination Act of 2008; Vietnam Era Veterans Readjustment Assistance Act of 1974, as it amends 38 U.S.C. 4212.		
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

#### Policy

Heritage University does not discriminate in its educational programs and activities or hiring practices on the basis of race, color, national or ethnic origin, ancestry, age, religion, disability, gender, gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law.

In conformance with the federal regulations listed above, Heritage University does not discriminate against any employee or applicant for employment with regard to any opportunity for which the employee is qualified.

The University's affirmative action program and related policies are developed in compliance with Executive Orders 11246 and 11375, as amended; the Rehabilitation Act of 1973 (Sections 503 & 504) and the Americans with Disabilities Act of 1990 (Title II) and their implementing regulations; the Age Discrimination in Employment Act of 1967; Genetic Information Nondiscrimination Act of 2008; and the Vietnam Era Veterans Readjustment Assistance Act of 1974, as it amends 38 U.S.C. 4212.

The policy of Heritage University is to implement affirmative action and equal opportunity for all employees, students and applicants for employment or admission without regard to race, color, religion, creed, national origin, sex, age, veteran status or disability.

The University will:

1. Comply with both the letter and spirit of the laws and regulations governing equal opportunity in the workplace providing equal opportunity to all employees and to all applicants for employment;
2. Respond to requests regarding reasonable accommodations for the physical and/or mental disabilities of qualified employees and applicants;
3. Inform employees of the right to refer complaints to their supervisor or the Human Resources Department without being subject to intimidation or retaliation in any form.

#### Related Documents

[Anti-Harassment/Anti-Discrimination Policy](#)

[Access and Accommodations for Persons with Disabilities](#)

## 4.b Romantic Relationships/Nepotism

Responsible Office	Human Resources		
Effective	February 14, 2012		
Revised	April 9, 2020		
Last Reviewed	November 15, 2023		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

The integrity of academic and work relationships is the foundation of the University's educational mission. These relationships vest considerable trust in persons with authority whether as mentor, educator, evaluator and/or administrator. The unequal institutional power inherent in University academic and work relationships heightens the vulnerability of those in subordinate positions. The University must protect itself from influences or activities that interfere with intellectual, professional and personal growth, or with the University's financial interests. Consequently, people in positions of authority within the University community must be sensitive to the potential for conflict of interest as well as sexual harassment in romantic relationships with people over whom they have a professional power/status advantage. The individual in authority bears the primary responsibility for any negative consequences resulting from a romantic relationship. It is in the interest of the University to provide clear direction and educational opportunities to the University community about potential professional risks associated with consensual romantic relationships between members of the University community where a power/status advantage exists.

### Conflict of Interest

Relationships that are mutual and consensual may be viewed by others as exploitative and may adversely affect the work environment in that serious conflicts of interests may be perceived to exist. In particular, the parties to a romantic relationship should be aware that such relationships often create general conflicts of interest and the fear from co-workers or students of unfair treatment in terms of, for example promotions and grades. Therefore, Heritage University prohibits the parties who are or have been involved in any romantic relationship from evaluating each other.

There are situations sufficiently complex that judgments may differ as to whether there is or may be a conflict of interest, and individuals may inadvertently place themselves in situations where conflict exists. Accordingly, for the common good, should a situation arise in which parties who are or have been involved in any romantic relationship come into a position in which they would normally be called upon to supervise one another, the individual in authority must promptly report this fact to his or her supervisor. The supervisor will then make arrangements to see that those who are or have been involved in any romantic relationship do not evaluate each other. In particular, if a faculty member has had or comes to have a romantic relationship with a student over whom the faculty member has authority as described below, the faculty member must promptly report this to the department chair who will make arrangements for an alternate evaluation mechanism.

### Malicious Use of This Policy

It is important to avoid conflict of interests resulting from romantic relationships; it is equally important to recognize that malicious accusations of inappropriate romantic relationships have the potential to

severely damage a person's career and reputation. Therefore, Heritage University prohibits making knowingly false accusations that an unreported romantic relationship exists or existed between two parties now in a position to evaluate each other.

### **Employment of Relatives/Nepotism**

The basic criteria for the appointment and promotion of employees in the University shall be appropriate qualifications and performance as set forth in the policies. Relationship by family or marriage shall constitute neither an advantage nor a disadvantage.

No individual shall be employed in a department with the result being the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority. As used herein, "line of authority" shall mean authority extending vertically through one or more organizational levels of supervision or management. Exceptions may be approved by the President upon recommendation as being clearly in the best interest of the institution.

For the purpose of this policy, relatives are defined as spouse, domestic partner, parents and children, (step) siblings, nieces, nephews, aunts, uncles, cousins, and any in-laws of any of the foregoing.

### **Definitions**

#### **Power Advantages**

*Academic Relationship Advantage:* A faculty member or other instructor always will be treated as having a power advantage when that faculty member or instructor has authority to assign grades; serves on thesis, dissertation, or scholarship awards committees; provides research and/or training opportunities, etc.

*Staff Advantage:* A staff member will always be treated as having a power advantage when the staff member has the authority to evaluate, determine salary, and/or make employment decisions.

*Other Power Advantage:* Power advantages also can occur between faculty and administrators, and faculty/administrators and staff.

### **Related Documents**

[Equal Employment Opportunity Affirmative Action Policy](#)  
[Anti-Harassment/Anti-Discrimination Policy](#)

#### 4.e Professional Development Policy

Responsible Office	Human Resources		
Effective	08/10/2012		
Revised	10/12/2021		
Last Reviewed	10/16/2024		
Compliance	Fair Labor Standards		
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

##### Policy

It is the policy of the University, to the extent fiscally possible, to provide assistance and support to faculty and staff to increase the effectiveness of their performance in their present University positions, as well as to encourage employees to share obtained skills, knowledge, and abilities, which may improve their opportunities and those of staff members for career advancement within the University.

Heritage University recognizes the importance of encouraging and supporting staff and faculty in professional development activities that are related to their employment. It extends to work related professional development opportunities including, but not exclusive to, the sabbatical leave policy, reduced tuition fee rates, eLearning, employee workshops, courses, classes, and professional conferences.

##### Eligibility

An employee is eligible for the benefits provided by this policy and procedures for position or job related programs and activities if the employee has completed the probationary period, if required, and the job performance is rated as satisfactory or better.

##### Compensatory Time

Any development program that is position related or required by the supervisor will be counted as "hours worked" for Fair Labor Standards Act Purposes. Time spent by an employee, without supervisor approval, to take any development program is will not be counted as "hours worked".

##### University In-Service Training and Development Opportunities

The Human Resources Department offers courses and programs designed to meet the diverse knowledge and skill or competency needs of HU employees during work time. As a general policy, such courses and programs are considered as actual hours of work.

##### Related Documents

[Employee Tuition Waiver Policy](#)



#### 4.f Employee Tuition Waiver

Responsible Office	Human Resources		
Effective	October 11, 2016		
Revised	May 14, 2020; January 12, 2022		
Last Reviewed	January 12, 2022		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

##### Policy

Tuition waivers are a discretionary fringe benefit provided by the University. The waiver program is not an entitlement and may be altered or abolished by the University at its discretion. The President, with advice from the Compensation Committee determines the content of the waiver program and all eligibility requirements for the program. Waivers cover the cost of tuition only.

The tuition waiver program is available to full-time (.75 FTE or greater), benefits-eligible employees of the University who have successfully completed at least six (6) months of employment in a benefits-eligible position as of the date of the Tuition Waiver application deadline.

##### Undergraduate Waivers

Undergraduate tuition waivers will be granted up to a maximum number of credits per employee, per semester. Allocation of credits within the family is at the discretion of the employee.

##### Graduate Waivers

Graduate tuition waivers are available for Heritage employees working toward a Master's Degree at Heritage. Graduate waivers are available for Heritage employees only, not their dependents.

##### Procedure

Employee Tuition Waiver Procedures

##### Related Documents

Tuition Waiver Application Form

Application to take a course during work hours

Study plan

#### 4.g Alcohol and Drug-Free Campus and Workplace

Responsible Office	Human Resources		
Effective	November 12, 2014		
Revised	January 11, 2023		
Last Reviewed	January 11, 2023		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

#### Policy

Heritage University is committed to providing students, faculty, staff, and visitors a safe and healthful campus and workplace.

The University recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these conditions. The University also recognizes that controlled substance use and alcohol misuse diminish workplace and campus safety and undermine the University's ability to fulfill its missions of education and service.

The use, consumption, possession, distribution, or sale of any narcotic, dangerous drug, or controlled substance by any employee of the University for which such employee does not have a legal license or valid prescription is strictly prohibited. Effective December 6, 2012, Washington State Initiative 502 (I-502) allows adults age 21 and older to possess up to one ounce of cannabis obtained from a state-licensed and regulated cannabis store.. It is still a federal and Yakama Nation crime to possess and use marijuana on or in any University facilities or vehicles.

The University supports all federal, state, and local laws relating to the use and control of alcoholic beverages. The use, possession, consumption, distribution or sale of alcoholic beverages on any property owned or leased by the University is strictly prohibited. Exceptions may be made only by the President or a designee. In these instances, all laws surrounding alcohol consumption, including but not limited to the drinking age of 21, will be adhered to. No University funds may be used for the purchase of alcoholic beverages. Exceptions may be made only by the President or a designee.

The adherence to these policies on alcohol and drugs shall be the individual and personal responsibility of each employee of the University. Any employee who violates the policy on alcohol and/or drugs shall be subject to disciplinary action, up to and including termination from the University and referral to the appropriate federal, state and/or local authorities for prosecution, as appropriate.

#### 4.h Anti-Harassment/Anti-Discrimination Policy

Responsible Office	Human Resources		
Effective	September 8, 2015		
Revised	January 11, 2023		
Last Reviewed	January 11, 2023		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

##### Policy

Heritage University strives to create an open and welcoming campus community that recognizes and celebrates diversity. Heritage University does not discriminate in its educational programs and activities or hiring practices on the basis of race, color, national or ethnic origin, ancestry, age, religion, disability, gender, gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law.

##### Code of Ethics

Heritage University's Code of Ethics and Conduct (located in the Employee Handbook) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The University is committed to conducting its affairs honestly, ethically and in compliance with applicable laws and regulations. It is the responsibility of all directors, officers, and employees to comply with the Code of Ethics and to report violations or suspected violations in accordance with the procedures in the Employee Handbook.

##### Retaliation

Retaliation against members of the University community who make good faith reports regarding potential University-related violations of laws, regulations, University policies, or the Code of Ethics is prohibited, and violators may be subject to disciplinary action. This policy is intended to encourage and enable employees and others to raise serious concerns within the University prior to seeking resolution outside the University.

Reports that are knowingly false, made with malicious intent, or with reckless disregard for or willful ignorance of facts that would disprove the allegation made are not good faith reports, are prohibited by this Policy, and may subject the violator to disciplinary action.

##### Discriminatory Harassment & Anti-Discrimination

Heritage University allows the free inquiry into all ideas and the free expression of opinions by those within the University community as a part of the basic process of education. In the presence of harassing behavior, a person's learning or working ability may be impaired. This discriminatory harassment policy acknowledges protection of free speech, which is guaranteed by the First Amendment of the United States Constitution, while at the same time requiring that the dignity, worth and respect of each individual be nurtured and protected.

The University will not tolerate discrimination on the basis of race, color, gender, sexual identity, age, disability, national origin or religion. Every student, employee, or third party person (e.g. contractor,

consultant, visitor, guest, etc.) in the University community has the responsibility to avoid engaging in any unlawful discrimination and further to avoid inappropriate conduct that is disrespectful or unprofessional.

### **Sexual Harassment**

Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by the University. Further, retaliation against an individual who has complained about sexual harassment or who has cooperated with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve the University's goal of providing a workplace free from sexual harassment, inappropriate conduct described in this policy will be dealt with using the established informal and formal procedures of the University, including disciplinary action, where appropriate.

### **Sexual Harassment Training**

All employees, both new and existing, are required to complete an on-line sexual harassment training tutorial. All faculty and staff must complete the sexual harassment tutorial annually.

### **Definitions**

*Sexual Harassment:* The Equal Employment Opportunity Commission's definition, adopted by Heritage University, states that unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
- submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
- such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

*Good Faith Report:* A report made with the honest and reasonable belief that a University-related violation of law or policy or other instance of non-compliance or related misconduct may have occurred.

*Retaliation:* Materially adverse action against the individual because of the individual's good faith report.

### **Procedure**

Sexual Harassment Reporting Procedures

### **Related Documents**

[Equal Employment Opportunity Affirmative Action Policy](#)

#### 4.i Smoking Policy

Responsible Office	Human Resources		
Effective	February 11, 2014		
Revised	January 11, 2023		
Last Reviewed	January 11, 2023		
Compliance	RCW 70.160		
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

#### Policy

Heritage University complies with all state laws related to smoking. Smoking or vaping is prohibited indoors in all University facilities at all locations, including campus-owned or leased vehicles. Smoking or vaping is also prohibited outdoors within 25 feet of all entrances and exits of the buildings, and within 25 feet of any fresh air intakes or any operable windows of any University buildings. This 25-foot prohibition applies to all porches and patio areas that are connected to the buildings.

#### Related Documents

[Alcohol and Drug-Free Campus and Workplace](#)

## 4.j Telework Policy

Responsible Office	Executive Office		
Effective	May 12, 2021		
Revised	November 15, 2023		
Last Reviewed	November 15, 2023		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

Heritage University's mission calls for making higher education accessible to its student population. The needs of this population require an on campus presence by faculty and staff to provide services and develop a campus culture that will assure the students' success. Nevertheless, there are circumstances when it is necessary for staff and faculty to telework.

Telework refers to an arrangement where an employee works from home or from another location away from the usual workplace. Depending on the details of the arrangement, telework constitutes either a portion of the employee's work time or all of it. Typically, the telework arrangement is initiated by an employee's request. The University considers voluntary telework to be a privilege and not an employee right. Typically, a telework relationship is not to be established during a faculty or staff employee's first six months of employment, unless it is a condition of employment.

University policy permits employees to telework when approved by the employee's supervisor, vice-president, and Human Resources. In consultation with vice presidents, supervisors have discretion in deciding whether an employee is a candidate for telework. Some employees may not be eligible due to institutional expectations, specific job requirements, impact on a team, or performance concerns. When evaluating the request, the supervisor must determine that the employee can effectively perform their job duties, within the context of our mission, while teleworking. The supervisor must also determine that the teleworking arrangement conforms with applicable regulations and policies.

Faculty have different requirements and expectations regarding presence on campus and remote work. The Provost will provide procedures and practices regarding remote work for faculty that are consistent with this policy.

Requests to telework as a disability accommodation are handled through the disability accommodation process. Discuss concerns about accommodation-related telework requests with Human Resources.

### Types of telework arrangements

The University recognizes two general types of telework arrangements:

1. Occasional telework: Occasional telework requests are approved by supervisors on a case-by-case basis, are infrequent, and are not regularly scheduled. Approval must be documented, which can be done by email. Occasional telework may be used when an employee:
  - a. Has a personal need at home, such as meeting a service technician that cannot be done outside business hours
  - b. Has a temporary workplace disruption, such as office remodeling or inclement weather
  - c. Has other circumstances approved by the supervisor

Note: Employees who are unable to work at their regular location due to their own or family member's illness or injury should generally use sick time off for this purpose. Telework should not be used to provide active care for a child or other dependent.

2. Regular telework: Regular telework arrangements are for ongoing telework and must be supported by a written agreement that specifies the requirements and details of the arrangement. The arrangement can last for a defined period or can continue indefinitely with regular review. Regular telework requires the approval of the vice president for the area and Human Resources.

### **Terms of Employment**

Telework arrangements do not change salaries, benefits, job responsibilities, leave policies, or other basic terms of employment.

### **Public records disclosure**

The work employees do while teleworking remains subject to University and other applicable regulations including the Washington State Public Records Act.

### **Overtime eligible employees**

For overtime eligible employees, certain activities, such as travel to and from required meetings that occur during scheduled work time, are included as hours worked.

### **Workers' compensation for Telework**

Teleworking employees are covered by workers' compensation for job-related injuries that occur in the course and scope of employment. When the telework site is in the home, workers' compensation does not cover injuries that are not job related.

### **Maintenance/Utilities**

If the faculty or staff member is working from their home, the University is not responsible for the cost of utilities or home maintenance. Likewise, the University is not responsible for the cost of maintenance associated with an employee's personal equipment used for telework.

### **Equipment/Office Supplies**

The employee and supervisor determine the equipment and supplies that are needed for telework. They also determine who provides equipment and supplies. The employee and supervisor consult with Information Technology regarding security issues related to the use of computing equipment.

#### 4.k Conflict of Interest Policy (employee)

Responsible Office	President's Office		
Effective	October 26, 2022		
Revised			
Last Reviewed			
Compliance	NWCCU 2.D.3		
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

A. Budget officer

A Budget officer shall fully disclose to the university the existence of any personal financial interest the budget officer has in any matter which comes before the university for discussion or action.

B. Contracts with the University

A budget officer shall not solicit or enter into any contract or agreement, either oral or written, with the University which involves a monetary consideration moving to the budget officer, or a member of the budget officer's household or any business owned or controlled by the budget officer and/or members of the budget officer's household, aggregating in excess of \$5,000.00 over the expected term of the agreement unless:

1. There has been a full disclosure of the budget officer's financial interest in said transaction (s) and,
2. The transaction has been approved by the business office and the President.

C. Activities outside the University

All university employees must disclose outside employment, board membership, consulting, self-employment, or any other apparent conflicts of interest.

D. Bid Solicitations by the University

Nothing in this policy shall prohibit a university employee, or any business owned or controlled by a university employee or a member of a university employee household, from submitting a response, estimate or bid to the University in response to a request for proposals, estimates or formal bids made by the University to the public generally or on an invitation basis, provided the policy established by "A" above is strictly observed.

#### Related Documents

Conflict of Interest Form



# 5 Academic Affairs

## 5.a Access and Accommodation (ADA/504) for Persons with Disabilities

Responsible Office	Student Affairs		
Effective	September 13, 2016		
Revised	10/ 2016; 10/2020		
Last Reviewed	January 11, 2023		
Compliance	Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and other applicable federal, state, and local laws		
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

It is the policy of Heritage University to provide equal access for persons with disabilities to all educational programs, employment, activities, events, and services which it operates, consistent with applicable federal and state laws. The University prohibits actions in violation of the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and other applicable federal, state, and local laws. Reasonable accommodations, academic adjustments, and public access will be provided to persons with disabilities to ensure they are provided equal opportunity to participate in or benefit from programs, activities, events, or services. Heritage University is committed to providing reasonable accommodations to individuals with documented physical or mental disabilities, unless doing so presents a direct safety threat to the employee or others, or imposes an undue hardship on the University. Heritage University will evaluate accommodations request on an individual basis taking into consideration academic program requirements, documentation, reasonableness of the request, and other relevant factors.

### ADA/Section 504 Coordinators

The following individuals have been designated to coordinate the University's compliance with the ADA and Section 504:

**ADA/504 Coordinator for Employees:** Director of Human Resources, 509-865-8617, [humanresources@heritage.edu](mailto:humanresources@heritage.edu).

**ADA/504 Coordinator for Students:** Mental and Social Health Counselor/ADA Specialist, 509-865-8544, [officeofabilityservices@heritage.edu](mailto:officeofabilityservices@heritage.edu)

### Procedure

[Accommodation Procedures](#)

[Grievance Procedures](#)

[U.S. Department of Education, Office of Civil Rights](#)

## 5.b Development of New Academic Programs

Responsible Office	Academic Affairs		
Effective	01/2000		
Revised	11/13/2012; 10/16/2024		
Last Reviewed	10/16/2024		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

New academic programs are adopted after adherence to processes outlined through shared governance guidelines. Curriculum changes and new program development are faculty driven and follow our internal curriculum approvals process. All new academic programs must include a review of all affected areas of the university, account for fiscal solvency, and concord with the university mission.

### Related Documents

Curriculum Approvals Protocol  
 Curricular Change Process  
 NWCCU Substantive Change Policy

### 5.c Heritage University Library

Responsible Office	Provost/Vice President for Academic Affairs		
Effective	10/11/2016		
Revised	10/16/2024		
Last Reviewed	10/16/2024		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

#### Policy

All Faculty, Staff, and Students at Heritage University are eligible for free access to library services, which includes: full access to all print, electronic, microform, and other formats of resources; check-out privileges; onsite or online reference services; research consultations; and interlibrary loans.

Anyone living or working in the Yakima Valley and Columbia Basin regions of Washington State are eligible for a free account, which provides in-library access and use of book collections, journals, on-site reference collections, databases, and other materials, as well as limited borrowing privileges. All account owners will comply with current library policies and procedures.

Students, faculty, and staff may submit Inter-Library loan requests for materials available in participating libraries.

Faculty may place books, pamphlets, videos, or other materials of their own or the Library on Reserve for an instructor-specified time period.

Periodicals, other than the most recent issue, may be checked out. Patrons are limited to a maximum of two such items for two days.

## 5.d Intellectual Property

Responsible Office	Provost		
Effective	April 24, 2012		
Revised			
Last Reviewed	November 15, 2023		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

The following Policies deal with the relative rights and responsibilities among Heritage University's (Heritage) students, faculty, staff, administrators, and Heritage, regarding intellectual property rights in works authored, created, invented, discovered or developed by students, faculty, staff, administrators, alone or in cooperation with, or the assistance of, others and regardless of whether those others be faculty members, students, or other employees of the University.

The Policies are divided into sections, namely:

- I. **Certain Policies applying to All Intellectual Property Matters**
- II. **Copyright Policy**
- III. **Patent Policy**
- IV. **Dispute Resolution**
- V. **Administrative Procedures**
- VI. **Effective date and Amendments**

### Distribution or Publication of Works identifying Heritage Affiliation: (prior approval required)

Regardless of the ownership of intellectual property in a work, Heritage has an interest in preventing Heritage being inappropriately identified as the sponsor, employer of the author(s), or otherwise being affiliated with any work in a manner that might reasonably be construed as indicating Heritage's authorization, sponsorship, or other approval of the contents of the work. Accordingly, no Heritage employee shall publish or broadly distribute any work outside the Heritage Campus communities which indicates or infers Heritage sponsorship of the work or of the author(s), or approval of the contents of the work, which has not been submitted to and approved by the Academic Vice President. It is the policy of the Academic Vice President not to review or approve such a work for publication or distribution outside the Heritage campus community without first obtaining, where applicable, the recommendation of the Chair of the program in which the Author<sup>1</sup> has a faculty, staff, or administrative appointment.

### Works funded wholly or partially from extramural sources:

Copyright or Patent right ownership of all material that is developed pursuant to sponsored research funded in whole or in part by extramural sources, or is pursued under any agreement with extramural sources to which Heritage is a party, shall be determined in accordance with the terms of the sponsoring

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<sup>1</sup> Each academic unit of the university may develop reasonable procedures for the presentation of such work for departmental review and prior approval. Such procedures must be approved by the Academic Vice President before being promulgated.

grant or other agreement or applicable laws and regulations<sup>2</sup>. In the absence of contrary terms in said grants or agreements, specifying the ownership and/or disposition of Intellectual Property rights: (a) as between Heritage and Heritage's employees and students this policy shall determine the disposition of such rights and (b) as between Heritage and the extramural sponsor or agency, applicable Intellectual Property law, including statute law, shall determine such disposition.<sup>3</sup>

It shall be the responsibility of all Heritage employees who negotiate agreements with any extramural sources which may reasonably be expected to result in the development of intellectual property to include in such agreements provisions addressing the ownership and disposition of such developed property between the contracting partners, and to obtain the approval of the Vice President of Support Services or the President to such provisions prior to committing the University.

It shall be the obligation of all Heritage employees involved in writing and securing of grants or other sponsorship agreements containing provisions regarding rights in Intellectual Property to call such provision to the attention of the academic departments assigned any part of the work covered by the sponsorship. It is the further responsibility of the Chairs and Department and/or Program Heads of such departments to notify the faculty and, where appropriate, the students involved, of such provisions.

## **COPYRIGHT POLICY**

### **Ownership and Royalty Rights**

The assignment of Ownership and Royalty Rights in all copyrightable works originated by Heritage personnel are as follows:

#### **Category (1)**

**Description:** Works funded wholly or partially by extramural sources.

**Ownership & Royalty rights:** Determined by specific policy set forth in section II-B "Works Funded wholly or partially from extramural sources."

#### **Category (2)**

**Description:** Works not created in the course of employment at Heritage and not through the use of any Heritage resources.

**Ownership:** In the Creator

**Royalty rights:** In the Creator

#### **Category (3)**

**Description:** Institutional Works (See Definitions Section)

**Ownership:** Heritage

**Royalty Rights:** Heritage

**Documentation:** Upon being so requested by Heritage, the Creator shall execute an Assignment Agreement and such other appropriate documentation as may be reasonably required to clarify Heritage's ownership.

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<sup>2</sup> Many Heritage activities are funded with Federal, foundation, or State funds, and Intellectual Property matters arising out of such activities may be subject to statutes, governmental regulations, or foundation contractual provisions pertaining to the use of such funds.

<sup>3</sup> Heritage's policy clearly and unequivocally recognizes that the terms of any grant or sponsored work or research will control over any provision of the Heritage Policy and procedures related to Intellectual Property.

**Retained rights of Creator:** The Creator retains a non-exclusive and royalty free right in perpetuity to the use of such institutional works. Such retained right includes the development of related and derivative works and intellectual materials such as software. Such retained right does not include the right to authorize the use of the work by persons not employed by Heritage.

#### **Category (3-A)**

**Description: Instructional Works (see Definitions Section)**

**Ownership:** Heritage

**Use rights:** Shared between Heritage and Creator

**Rights of Heritage:** Heritage is vested with a non-exclusive and royalty free right to make use of these works (including reproduction of the same) in perpetuity in carrying out its educational mission. Said retained right includes the development of related intellectual property. Said rights include the rights to authorize the use of the work by Heritage employees, students, and any persons retained by Heritage as a consultant or independent contractor. Said rights includes the right to release such works for royalty-free use by the general public.

**Rights of Creator:** The Creator retains a non-exclusive and royalty free right in perpetuity to use of Instructional Works. Such retained right includes the development of related works and derivative works.

#### **Category 4**

**Description: "Traditional Works of Scholarship" (See Definitions Section)**

**Ownership:** The Creator

**Royalty rights:** The Creator

#### **Category (5)**

**Description: Applicable Intellectual property.** All works by a Creator except Category 1 and Category 2 works and Institutional Works (Category 3) and Instructional Works (Category 3-A) and Traditional works of Scholarship (Category 4).

**Ownership:** Shall be determined by the Heritage Intellectual Property Committee.

**Royalty Rights:** Shall be determined by the Heritage Intellectual Property Committee.

**Documentation:** Determinations by the Heritage Intellectual Property Committee will be reduced to writing, and signed by the Chair of the Committee, and delivered to the President of Heritage as the recommendation(s) of the committee. The President is responsible for the final determination of the disposition of applicable Intellectual Property. Subject to the alternative dispute procedures hereinafter provided, When approved by the President of Heritage (or the President's designee for such purpose), said committee determination shall be final and binding on Heritage and all of its employees and students, . To the extent that the final committee determination requires or reflects additional documentation the same shall be prepared for and signed by the interested parties.

Criteria to be applied by the Intellectual Property Committee in making its recommendations and by the President in making the final decision concerning disposition of Copyrightable material shall be as set forth in the document "Criteria to be used by the Intellectual Property Committee and the President in determining ownership rights in and dispossession of intellectual property rights."

## **PATENT POLICY REGARDING POTENTIALLY PATENTABLE INVENTIONS AND DISCOVERIES**

### **IV A. Potentially Patentable Ideas, Discoveries and Inventions Existing at the Time of Employment by Heritage:**

Prior to employment, all Heritage employees are expected to report prior inventions, potentially patentable discoveries and inventions of which the continued research and development may reasonably be expected to be continued during the time of their employment. The purpose of this required disclosure is to avoid in so far as practical future conflicting claims of ownership. This disclosure shall be made by written memorandum to the Vice President for Support Services. The Vice President of Support Services shall be responsible to see that the memorandum is placed in the affected employee's personnel file and that a copy is delivered to the Intellectual Property Committee. The Committee shall maintain a permanent file of all employees completing such a-prior invention memorandum. All such disclosures shall be confidential and are to be made without waiver of any rights of the employee in the potentially patentable works.

### **IV B. Potentially Patentable works developed during the course of employment at Heritage:**

All Heritage employees and students are required and expected to complete an invention Disclosure document (substantially in the form of the Heritage University Invention Disclosure Form) for potentially patentable works developed in the course of employment or enrollment at Heritage. The Term "developed in the course of employment" as used herein is defined as a work produced at the instigation of Heritage, either as a result of the specific direction of Heritage, or as the result of performing those duties that Heritage would reasonably expect to be performed by persons with the job description of the employee. Said form shall be completed and delivered to the Vice President for Support Services as soon as reasonably practical after the employee or student becomes aware that the work may be potentially patentable. Upon being satisfied with the completeness of the disclosure the Vice President for Support Services shall deliver the Disclosure form to the Intellectual Property Committee.

### **IV C. Ownership And Royalty Rights in Potentially Patentable Works:**

The Intellectual Property Committee will be responsible to review and report in writing to the President its recommendations concerning the ownership and disposition of all intellectual property rights in potentially patentable material developed by Heritage employees in the course of their employment at Heritage or students during the time of their enrollment... The term "developed in the course of their employment or enrollment" as used herein is defined as a work produced at the instigation of Heritage, either as a result of the specific direction of Heritage, or as the result of performing those duties that one would reasonably expect to be performed for the benefit of Heritage by persons with the job description of the employee or the enrollment status of the student. Such work will normally involve, but does not necessarily require, the significant use of Heritage resources. The President is responsible for the final determination of the disposition of potentially patentable intellectual property developed by Heritage employees in the course of their employment or students during the time of their enrollment. Such determination by the President shall be binding on Heritage and its employees and students, but shall be subject to appeal in accordance with the dispute resolution procedures in Section V, below.



## **V. CRITERIA TO BE APPLIED DISPOSITION OF POTENTIALLY PATENTABLE WORKS**

Criteria to be applied by the Intellectual Property committee in making its recommendations and by the President in making the final decision concerning disposition of such potentially patentable works are set forth in the document "Criteria to be used by the Intellectual Property Committee and the President in determining ownership rights in and dispossession of intellectual property rights."

## **VI. ADMINISTRATIVE PROCEDURES**

The Procedures for the functioning of the Intellectual Property Committee and the President called for by this policy shall be as set forth in the "Procedure to be followed by the Intellectual Property Committee and the President in administering the Heritage University Intellectual Property Policy."

## **VII. APPEAL TO DISPUTE RESOLUTION PROCESS**

Any Heritage employee or student believing that his/her rights in any intellectual property have not been fairly and equitably determined and disposed of by the Decision of the President, may require the matters in dispute be submitted to binding arbitration in the manner provided by the Intellectual Property Dispute Resolution Process and Arbitration.

## **VIII. Effective date and Amendments**

**Effective date:** These Policies shall become effective on adoption by the Board of Directors of Heritage. The University shall inform all persons subject to this policy of its terms as soon as efficiently possible after its adoption and at regular intervals thereafter.

**Amendment:** The Policies including the procedures, processes, and related documents may be amended at any time by action of the Board of Directors of Heritage.

The following procedures, processes, and related documents may be amended from time to time in such manner as may be agreed upon by the President and the Intellectual Property Committee.

Heritage Invention Disclosure Form.

Criteria to be applied by Intellectual Property Committee and the President in recommending and deciding the disposition of intellectual property rights of Heritage employees and students.

Administrative Procedures for the functioning of Intellectual Property Committee and the President in carrying out the Heritage Intellectual Property Policy.

Intellectual Property Dispute Resolution Process<sup>4</sup>

Said amendments shall be effective upon adoption and shall be reported by the President to the Board of Directors of Heritage at the next scheduled meeting of the Executive Committee or Plenary meeting of said Board, and shall be deemed permanent until modified by action of the Board of Directors.

### **Definitions**

**Creators:** Are defined as the individual or groups of students, faculty, staff, and administrators of Heritage, whether full or part time, permanent, visiting or adjunct, who during the period they are enrolled (students) at Heritage or employed (faculty, staff, and administrators ) by Heritage, author, invent, create or discover works that are capable of being copyrighted or patented. A Creator of copyrightable works is sometimes referred to as the Author, Inventor or Owner.

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<sup>4</sup> The Dispute Resolution Procedures will be approved by the Board of Directors and may not thereafter be amended other than by Board action.

**Heritage:** refers to Heritage University and includes all of its programs, wherever located or however delivered.

**Institutional Works** are defined as works that are produced

- At the instigation of Heritage,
- Either as the result of the specific direction of Heritage personnel, or as the result of performing those duties that one would reasonably expect to be performed by persons within and including “other duties as assigned” as part of the job description of the Creator,
- For Heritage’s use,
- By a person (or persons) acting within the scope of his/her or their employment.

**Instructional Works** (a sub set of Institutional Works) are defined as Institutional works prepared by or at the direction of a faculty member for the presentation of assigned courses. Such works would include course syllabi, course outlines, lecture notes, tests, study guides and similar materials intended to be delivered online, face to face, in blended formats or through other non-traditional modes as when a work satisfies both the definition of “Institutional works” and of “Instructional works” it shall be considered an “Instructional Work”.

**Traditional Works of Scholarship** are defined as works that do not meet the definition of institutional works, that reflect research or creativity which, within Heritage and/or within the post-secondary education academic community generally, are considered evidence of professional advancement or accomplishment. Such works include scholarly publications, journal articles, research bulletins, monographs, books, course materials developed for traditional modes of delivery, plays, poems and other works of art. Such works also include “Information software” as hereinafter defined but does not include “Device type software” as hereinafter defined.

**Applicable Intellectual Property** is defined as any work produced by a Creator that does not meet the definition of Institutional Works or Instructional Works or Traditional Works of Scholarship.

**Heritage Resources** are defined as all tangible resources provided by Heritage to Creators and includes, but is not limited to: office, lab and studio space and equipment, computer hardware, computer software, computer program support, secretarial service, research, teaching and lab assistants, supplies, utilities, funding for research and teaching activities and travel, and other funding or reimbursements. The term does not include salary, insurance or retirement plan contributions made by Heritage to or for the benefit of Creators.

**Information Software** is defined as software primarily intended to provide information to the user similar to a textbook or encyclopedia

**Device like Software** is defined as software primarily intended to accomplish a task or to produce, manage or manipulate a product.

**Software Copyright Infringement** is defined as the reproduction/use of any software, applications, passwords, databases, program codes or scripts that are the property of or licensed to Heritage.

**Royalty Rights** are defined herein as any financial benefit accruing to the Owner of a copyright or patent as a result of the commercial exploitation of the copyright, trademark, or patent.

**Intellectual Property Committee** is defined as the Committee that administers Heritage Intellectual Property matters and recommends to the President of Heritage the disposition of Intellectual Property rights under this Policy. The seven (7) Person Committee consists of:

**Intellectual Property** as used herein, refers to the legally recognized rights in works that may be suitable for copyright registration or works that possess the potential for being Patented, or owned as a Trademark under the laws of the United States.

**Copyright** refers to the exclusive right to reproduce the work, prepare derivative works, distribute by sale or otherwise, and display or perform the work publicly. Under federal Copyright law, Copyright exists in ‘original works of authorship’ fixed in any tangible medium of expression, from which the work can be communicated in some manner.

It is important to note that copyright interests begin the moment the work is fixed and does not have to be registered. However, the work must be creatively original and cannot be a duplication or aggregation of data or like information.

Copyright does not protect mere ideas, concepts, procedures, systems, methods or principles. Copyright does protect the expression of ideas, concepts etc. in the forms of literary works, musical work, computer program, video, motion picture or sound recording, photograph, sculpture, and so forth. The exclusive rights enumerated above are subject to certain statutory limitations...<sup>5</sup> This statement is meant to be a general description and is not intended as comprehensive statement of the attributes and limitations of Copyrights, or the legally recognized exceptions to use of copyrighted works.

Statutory copyright protection occurs as soon as an original work is fixed in tangible form, whether published or unpublished. (17 USC 102)

**Copyright Notice:** Copyright protection can be lost if a work is published without copyright notice. Heritage personnel who prepare original materials for local distribution (e.g. students) may protect them against unauthorized duplication by including a notice of copyright.

(b) Form of Notice. — If a notice appears on the copies, it shall consist of the following three elements:

(1) the symbol © (the letter C in a circle), or the word “Copyright”, or the abbreviation “Copr.”; and

(2) the year of first publication of the work; in the case of compilations or derivative works incorporating previously published material, the year date of first publication of the compilation or derivative work is sufficient. The year date may be omitted where a pictorial, graphic, or sculptural work, with accompanying text matter, if any, is reproduced in or on greeting cards, postcards, stationery, jewelry, dolls, toys, or any

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<sup>5</sup> The quote is from the Intellectual Policy of Washington University in St. Louis effective July 1, 1998.

useful articles; and

(3) the name of the owner of copyright in the work, or an abbreviation by which the name can be recognized, or a generally known alternative designation of the owner. Usually this notice is placed on the title page. (17 USC 401).

**Copyright registration:** Unpublished as well as published work may be registered within the U.S. Copyright Office. Such registration increases the owner's control and improves the prospects of recovering damages in case of unauthorized (infringement) acts.

**Patents:** "A patent is an intellectual property right granted by the Government of the United States of America to an inventor "to exclude others from making, using, offering for sale, or selling the invention throughout the United States or importing the invention into the United States" for a limited time in exchange for public disclosure of the invention when the patent is granted."  
(<http://www.uspto.gov/patents/index.jsp>)

To qualify for U.S. Patent protection, an invention must comprise a machine, article of manufacture, process, composition of matter, or some improvement of those. It must be deemed useful, novel, and non obvious to one skilled in the art, and must not have been in public use or on sale in the United States."<sup>6</sup> An Inventor may lose his/her right to patent the invention by certain disclosures made thereof prior to filing a patent application.

**Required Disclosure:** Premature disclosure of potentially patentable material can result in loss of patent rights. Thus, Heritage has an interest in protecting the form and timing of the results of potentially patentable work in which it has an intellectual property interest, and the Policy requires Heritage personnel to fill out an invention disclosure. For the purpose of determining employer or employee rights and in an effort to avoid subsequent ownership disputes, Washington statute law<sup>7</sup> requires all employees "at the time of their employment or thereafter" to disclose to their employer all inventions being developed by the employee, for the purpose of determining employer or employee rights.

### **Related Documents**

Heritage Invention Disclosure Form.

Criteria to be applied by Intellectual Property Committee and the President in recommending and deciding the disposition of intellectual property rights of Heritage employees and students.

Administrative Procedures for the functioning of Intellectual Property Committee and the President in carrying out the Heritage Intellectual Property Policy.

Intellectual Property Dispute Resolution Process

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<sup>6</sup> Ibid

<sup>7</sup> RCW49.44.150

## 5.e Copyright Compliance

Responsible Office	Provost/Vice President for Academic Affairs		
Effective	04/24/2012		
Revised			
Last Reviewed	10/16/2024		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

Heritage University adheres to all copyright laws and holds all employees responsible for conforming to legal requirements. Every employee who copies material from any copyright source, by any means, electronic or mechanical is responsible for knowing current Copyright law and adhering to it. The University Library web page contains current laws and guidelines related to Copyright law. The Heritage University Librarians can be consulted for copyright information and current policy.

## 5.f Credit Hour Policy

Responsible Office	Provost and Vice President of Academic Affairs		
Effective	November 12, 2013		
Revised	December 10, 2013		
Last Reviewed	December 10, 2013		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

Heritage University has established credit hour equivalencies that reasonably approximates not less than:

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in item (1) of this definition for other academic activities as established by Heritage University, including laboratory work internships, practicum, studio work, and other academic work leading to the award of credit hours.

The Office of the Provost will conduct annual reviews of syllabi to determine compliance with this policy and will address any corrective action necessary to align with this policy.

## 5.g Family Educational Rights and Privacy Act (FERPA) Policy

Responsible Office	Human Resources and Provost/Vice President for Academic Affairs		
Effective	September 10, 2013		
Revised	September 10, 2013		
Last Reviewed	November 15, 2023		
Compliance	Family Educational Rights and Privacy Act of 1974 (FERPA)		
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

It is the policy of Heritage University to comply with the stated and implied requirements of the Family Educational Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy Act of 1974 (FERPA) requires that institutions of higher education strictly protect the privacy rights of all students who are or have been in attendance. In practice, this means that information contained in the student's educational record can be shared only with school officials who have a legitimate educational interest and/or a legitimate need to know such information to fulfill their professional responsibilities.

Under FERPA, students have the following rights regarding their educational and financial records.

- The right to have their education and financial records protected with the exceptions noted below
- The right to access their own educational records kept by the school
- The right to know about the purpose, content, and location of information kept as a part of their educational records
- The right to require educational records be disclosed only with their consent.
- The right to opt-out of having Directory Information disclosed.
- The right to seek to amend educational records.
- The right to file complaints for improper disclosure of records

Exceptions to non-disclosure: Non-directory information can be disclosed without student consent to the following entities or for the following purposes:

- A school official with a legitimate educational interest or a legitimate need to know.
- Other schools to which a student is transferring.
- Appropriate parties in connection with financial aid to a student. This requires an agreement specifying how the information will be used and protected.
- Parent or guardian of dependent student under the age of 18. Heritage will not disclose non-directory information of dependent students who are 18 years old or older without written permission from the student.
- Organizations conducting certain studies for or on behalf of the school. This requires an agreement specifying how the information will be used and protected.
- To comply with a judicial order or subpoena.
- Law enforcement records.
- Student employment records.
- Medical records to appropriate officials in cases of health and safety emergencies.
- Directory information unless student opts-out. Student may not opt-out of disclosing information that is part of identification badges or information necessary for the conduct of

instructional classes.

### **Definitions**

*Legitimate Need to Know:* For these purposes, "legitimate need to know" shall mean an educationally related purpose that has a directly identifiable educational relationship to the student involved.

*Dependent Student:* Those students whose parent (or guardian) can claim them as a dependent on their tax return. At Heritage University the dependent student status only applies to students under 18 years of age.

*Directory Information:* Personally identifiable information that is not generally considered harmful or an invasion of privacy if disclosed and therefore is not protected. Students have the right to restrict access to their directory information. Heritage University considers the following to be Directory Information,

- Name, address, telephone listing, electronic mail address
- Date and place of birth
- Photographs
- Participation in officially recognized activities
- Field of study
- Enrollment status (Full, part-Time, undergraduate, graduate)
- Degrees & awards received
- Dates of attendance
- Most recent previous school attended
- Grade level

### **Related Documents**

Authorization to Disclose Information from Education Records  
Directory Information Opt Out



# 6 Marketing and Advancement

## 6.a Use of University Name and Logo

Responsible Office	Marketing Office		
Effective	November 1, 2011		
Revised	October 14, 2020		
Last Reviewed	November 15, 2023		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

The Heritage University logo is the primary identity tool of the University and is used on all official stationary, publications and communications emanating from the University. It provides a consistent visual image that makes it easy for many audiences to recognize the institution. This policy applies to all print and electronic reproductions to include, but not limited to, publications, advertising, logo merchandise, emails, web, and social media.

The University relies on the logo as the single graphic element which, when used universally, establishes a consistent visual identity for the entire institution. Using this standard wordmark is also a way to be sure that the correct name of the University appears so that all the divisions of the university reap full benefit from their identification with Heritage, and, in turn, Heritage garners appropriate recognition for its many accomplishments from its distinctive parts.

The Heritage logo consists of two elements, the circle emblem and the wordmark.

### Department/Program Logos

In the interest of providing a uniform image for the University, individual logotypes or seals may not be used by schools, departments, or other academic and administrative units of the University. Approval for the development and use of program and/or department specific logos are rare and can only be made by the Vice President of Marketing or the University president. This does not apply to student clubs or associations.

### Outside use of the logo

Use of the Heritage University logo by outside groups is not permitted without the consent of the Marketing Office.

### Definitions

*Emblem* – the circular portion of the logo

*Wordmark* – the portion of the logo that spells out the University name

*Co-branding* – reproducing the Heritage logo and the logo of a partnering entity

### Related Documents

[Heritage University Brand Guide](#)

## 6.b Communications Policy

Responsible Office	Marketing Department		
Effective	November 1, 2011		
Revised	October 14, 2020		
Last Reviewed	November 15, 2023		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

Internal and external communications at Heritage University should provide consistent and accurate information and messaging. The Marketing Office is responsible for the process and development of the University's key messages to assure that all communications produced by Heritage and its departments are consistent with the University's mission and communications/marketing plans.

The Communications Office is responsible for the process and the development of the institution's overall marketing and communications planning, which includes, but is not limited to, messaging, graphics, editorials, media, licensing (i.e. copywriting, royalties, trademarks), web site(s), social media, promotion, signage, video, traditional and convergent media standards and guidelines. Requests for assistance, approval and exceptions must be submitted for consideration to the Marketing Office, communications officer, or designee(s).

In order to present a consistent and high-quality standard of writing and presentation that appropriately reflects Heritage's standard of excellence, the Communications Office developed institutional brand guidelines. Official university communications designed to promote Heritage, its departments, and its programs; materials providing information about or accountability for Heritage and its activities; and major internal documents should comply with the standards set forth in the Brand Guide.

A marketing advisory committee may be called, ad hoc, to ensure that the standards, guidelines and practices reflect university-wide input.

### Related Documents

[Heritage University Brand Guide](#)

## 6.c Dealing with the News Media

Responsible Office	Marketing Office		
Effective	December 14, 2011		
Revised	October 14, 2020		
Last Reviewed	October 12, 2021		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

Internal and external communications at Heritage University should provide consistent and accurate information and messages. The Marketing Office is responsible for the process and the development of the University's key messages to assure that all communications produced by Heritage and its departments are consistent with the mission and communications/marketing plan. This is especially essential with dealing with members of the news media.

Effective communications with the media are critical to Heritage University's ability to carry out its mission and promote continued public support for the university. Effective media relations best serve the university by:

- informing the public of what we can do for them
- promoting the university's achievements, activities and events of significance
- expanding the general visibility of the university
- ensuring that accurate information is conveyed to the public regarding incidents and issues of a controversial and/or sensitive nature

### Procedure

Procedures for dealing with the media

### Related Documents

[Heritage University Brand Guide](#)

## 6.d Social Media Policy

Responsible Office	Marketing Department		
Effective	December 14, 2011		
Revised	3/2016; 2/2020; 10/2021		
Last Reviewed	October 12, 2021		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

This social media policy is designed to enhance and safeguard the institution's reputation and ensure continuity of operations. The use of electronic social media by university departments, employees and students has the potential to create a significant impact on the reputations of individuals and organizations. This policy applies to social media accounts developed to represent Heritage University and its programs, departments, groups, entities, etc. It does not apply to individual's personal social media accounts.

Policies regarding university communications are designed to keep Heritage University internal and external audiences informed while promoting and safeguarding the image and identity of the university.

All officially recognized Heritage University social media accounts must be reviewed and approved through an application process. The application can be found online on the news and marketing page of My Heritage.

### Procedure

Social Media Procedures and Guidelines

### Related Documents

[3.a Information Technology Appropriate Use Policy](#)

[6.a Use of University Name and Logo](#)

## 6.e Website Policy

Responsible Office	Marketing Department		
Effective	May 10, 2016		
Revised	January 11, 2023		
Last Reviewed	January 11, 2023		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

The Heritage University website ([www.heritage.edu](http://www.heritage.edu)) should provide consistent and accurate information and messaging. The Marketing Department is responsible for the process by which content for the website is published as well as the development of the University's key messages and to ensure that those key messages are accurate and consistent with the University's mission and vision. All those responsible for web content creation and management shall adhere to the policy outlined below.

The Heritage University website is an invaluable tool that offers opportunities for communicating information about Heritage to a worldwide audience. It is a large, complex, all-encompassing site, a virtual reflection of our University community and its mission. The University's Marketing and Communications Office expects this medium to represent Heritage University, its mission and its character, just as other Heritage publications strive to do. Because of its importance to Heritage's communication strategy, guidelines have been developed. These guidelines will continue to be developed as necessary.

### Related Documents

Website Guidelines

[Heritage University Brand Guide](#)

## 6.f Fundraising Policy

Responsible Office	Advancement Office		
Effective	May 10, 2016		
Revised	October 14, 2020		
Last Reviewed	November 15, 2023		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

The University welcomes donations, gifts in trust and bequests to be used for the advancement of its objectives.

Heritage University is an independent non-profit Washington corporation. The University has received a determination letter from the Internal Revenue Service that it is a qualified 501(c)(3) organization, contributions to which are deductible for federal income tax purposes (to the extent that the Internal Revenue Code allows the deductions on contributions to qualified educational institutions), and

The preservation of the University's 501(c)(3) status, the proper recordkeeping of financial contributions for the protection of the contributor, and the preservation of the University's reputation for professionalism and integrity (both with professional fund raisers and amongst the friends and financial supporters of the University) are essential to the University's continued success.

Gifts may be in any amount or form according to the wishes of the donor, and restricted or unrestricted for use in the donor's area of interest. The gift may permit the use of both the income and principal of the fund for the designated purposes, or the donor may limit the fund to use of only the income. The most useful gift is the flexible one, where sufficient freedom is permitted to meet changing conditions at the University while still meeting the general goals of the donor.

### Related Documents

[6.g Accepting Gifts on Behalf of Heritage University](#)

[6.h Donor and Alumni Information](#)

## 6.g Accepting Gifts on Behalf of Heritage University

Responsible Office	Advancement Office		
Effective	5/10/2016		
Revised			
Last Reviewed	10/16/2024		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

Heritage University personnel responsible for the acquisition of gifts to the University will do so following the procedures articulated below.

- All gifts received by Heritage University are the sole property of Heritage University.
- Gifts are sought and accepted only for programs and purposes that have been approved by the Heritage University Board of Directors and which support the overall mission of the university. The availability or potential of a private gift or grant support does not determine the strategic initiatives of Heritage University.
- Gifts to the University fall into the following categories: cash gifts and grants, pledges and letters of intent to fund, deferred gifts, stocks, real property, furnishings and equipment, insurance, in-kind donations.
- Gifts of any kind shall not be reallocated or disposed of without adherence to the procedures listed below. Gifts received in the name of and for the use of Heritage University must be sent to the Business Office and the Advancement Office for official recording and acknowledgment. The Advancement Office of Heritage University is responsible for providing the donor with a gift receipt and other necessary documentation pertaining to the gift.
- Heritage University is responsible for explaining [to the donor] the terms and expectations of the gift, including how it will be invested and administered, if applicable. Reasonable effort will be made by HU to inform the donor of both the potential for growth and the risks of the investment strategy to be employed.

### Gift Types and Guidelines

An **outright gift** is a contribution of cash or property to Heritage University in which the donor retains no interest. All unrestricted outright gifts will be allocated to the Heritage Fund. Gifts of cash, personal or bank checks and credit cards are considered irrevocable. Donors may also designate or restrict the uses and purposes of their gift to areas or units of Heritage University that they most wish to support; these gifts are allocated to the appropriate fund.

#### A. Pledges

Heritage University will accept both legally enforceable **conditional** and **unconditional** pledges, which could be either verbal (under \$10,000 only) or written (all). An **unconditional** pledge is one that places no additional requirements on the university in order to receive the gift. A **conditional** pledge is one that requires the university to perform some task or take some action that it might not otherwise initiate. A conditional pledge may also depend on some future event over which neither the university nor donor may have control.



- **Conditional** pledges and **verbal** pledges are not recorded &/or tracked by the Business Office and are not included in annual fundraising revenue totals for audit purposes. Conditional and verbal pledges are, however, recorded in the donor database for stewardship purposes and for lead gift tracking in launching campaign silent phases.
- A **written** pledge is required for all pledges in order to be officially recorded by the HU Business Office. All written pledges must contain three key pieces of information: 1) specific assets or dollar amount, 2) purpose of the gift, and 3) the timeframe under which the pledge will be fulfilled. Heritage University will accept pledges that contain this information that are emailed or written as a letter with an original donor signature.
- Pledge longevity: in an instance in which a pledge has not been honored by the donor, or is superseded by another pledge from the same donor, the HU Advancement Office and Business Office will no longer track the pledge as income. The viability of a pledge is determined by Advancement Office and Business Office staff at fiscal-year end (June 30), or when pledges are twelve months old, or upon notification from the donor that they no longer wish to complete the pledge.
- Pledges that are paid by HU employee payroll deduction will be terminated if an employee is involuntarily terminated from their employment at Heritage University prior to the expiration of their pledge. Employees making a voluntary separation from Heritage University will be given the option to continue paying their pledge by a means other than payroll deduction.
- Should a donor become deceased before a pledge is satisfied, the encumbrance is on the estate of the donor to honor the remaining terms of the pledge.

#### **B. Gifts-in-Kind**

Gifts in kind are non-cash gifts of tangible personal or real property such as equipment, art objects, furniture, instruments, books, valuable papers, or real estate, etc., may be accepted by Heritage University provided that:

- Such a gift is consistent with the missions of the University, or may be liquidated and the proceeds used by Heritage.
- Acceptance of such a gift will not involve significant additional expense in its present or future use, display, maintenance, or administration.
- No financial or other burdensome obligation or expense is or will be directly or indirectly incurred by the university as a result thereof.
- If applicable, the University will be responsible for the completion of IRS Form 8283 and for the completion and submittal of Form 8282 of the areas relevant to the University if and when the property has been sold.

All donations received are the sole property of the University. The university will record the receipt of a gift-in-kind upon receipt of a donor-assigned value of said gift. Any correspondence between the University and the donor will refer to the gift-in-kind with a description only; no valuation will be attached to any correspondence per IRS publications 526 and 1771. Gifts of real property will be sold and converted to cash as soon as practical unless it is held for the use of Heritage University or there is some compelling reason for the university to retain ownership.

#### *Requirements for accepting any Gifts-in-kind*

Before any gifts-in-kind will be received by the University, the following will be determined:

- The appropriate college, school, department program or unit at Heritage University must declare that the gift-in-kind will be useful to meet its stated objectives and goals.
- The donor must make provisions for a qualified appraisal by a certified or qualified appraiser, which will satisfy his or her needs for tax purposes.
- Arrangements must be made in advance to transport, ship or deliver the gift-in-kind to Heritage University.
- Arrangements must be made in advance for space to house the gift-in-kind at Heritage University.
- Provisions must be made in advance for installation costs, if any, for the gift-in-kind at Heritage University.
- Arrangements must be made in advance for insurance coverage, if any, for gifts-in-kind during shipping and when housed at Heritage University.
- Arrangements for maintenance costs, if any, for the gift-in-kind must be made in advance.
- Determination must be made if there is any liability associated with receiving the gift-in-kind by the university.
- The Vice President for Advancement will make final determination regarding acceptance of any gift-in-kind.
- All real estate gifts offered to the university are to be reviewed by the Board of Directors.
  - If applicable, the University will be responsible for the completion of IRS Form 8283 and for the completion and submittal of Form 8282 of the areas relevant to the University if and when the property has been sold.

### **C. Stocks**

Gifts of stock/property are gifts of marketable securities, which include registered stocks and bonds, which are publicly traded on the open market, and not subject to restrictions on transfer.

Notification of a pending stock gift will be directed to both the Business Office and the Advancement Office. If unknown, the Advancement Office will determine who the donor is and the intent for the gift. The closing amount of the stock is credited to the donor; any fees are incurred by Heritage University.

### **D. Life Insurance Policies**

#### **Policies Fully Owned by Donor**

Donors may have a life insurance policy with built-in cash surrender. In such cases, the donor can contribute the policy and will generally receive a deduction approximately equal to the cash basis, subject to the following general guidelines and written approval from the Chief Financial Officer, Controller and Vice President for Advancement:

- Heritage University will accept a gift of life insurance provided that it is under no prearranged obligation to expend its assets to maintain the policy.
- No portion of the proceeds may be paid to anyone or any organization that is not qualified as a tax-exempt entity under IRS Code Section 501(c) (3) if Heritage University is owner of the policy.

#### **Policies Partially owned by Donor**

Heritage University will not participate in split dollar or reserve split dollar plans, or other partial interest programs. In the event a policy is contributed on which premiums remain to be paid, the donor must pledge to continue paying premiums or give Heritage University permission to surrender the policy for cash value. If the donor elects to cease making gifts to cover premium payments on a life insurance policy owned by Heritage University, Heritage University may elect to continue to pay the premiums at its own expense, convert the policy to paid up insurance, or surrender the policy for its current cash value depending upon the options allowed in the insurance contract.

### **E. Deferred Gifts**

The University shall not enter into agreements for charitable gift annuities or deferred payment charitable gift annuities nor shall it serve as trustee of any trusts which do not comply with the official policies of the Board of Directors, unless the Executive Committee or the Board of Directors grants specific approval.

### **Related Documents**

[6.f Fundraising Policy](#)

Gift-in-kind acceptance form

Gift-in-kind donation form

## 6.h Donor and Alumni Information

Responsible Office	Advancement Office		
Effective	May 10, 2016		
Revised	October 14, 2020		
Last Reviewed	January 11, 2023		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

The Advancement Office is charged with ensuring effective, timely, and reliable communication between the university and its donors and/or alumni. The office is also responsible for cultivating donor and alumni engagement on behalf of the university and maintaining accurate donor and alumni records and databases.

The files and records maintained by the office of University Advancement contain information that is the property of Heritage University. Because this material is not only crucial to the effectiveness of the offices, but is also often sensitive or confidential as well, all those who work with it are expected to observe the highest standards of discretion and confidentiality as outlined by both the university's and the department's records retention policies.

Heritage University has not, does not and will never sell donor or alumni information to anyone. All donor and alumni information is strictly guarded for use for University-related purposes only.

These protocols apply to all types of confidential information, regardless of form; including but not limited to, hard copy, electronic, film, or any other medium. It applies to all Heritage University employees who are engaged in fundraising and friendraising, along with volunteers, consultants, or others, who work to further alumni relations and development efforts.

### Related Documents

[1.c Records Management Policy](#)

Advancement Office Records Retention Policy

## 6.i Non-Solicitation Policy

Responsible Office	Marketing Department		
Effective	March 2019		
Revised			
Last Reviewed	January 11, 2023		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

To avoid disruption of business operations or disturbance of faculty, staff, visitors, and students, the University has implemented this Non-Solicitation Policy (the "Non-solicitation policy"). For purposes of the Non-solicitation Policy, "Solicitation" (or "Soliciting") shall include, canvassing, soliciting or seeking to obtain membership in or support for any organization, requesting contributions, posting or distributing handbills, pamphlets, petitions, and the like of any kind ("Materials") on University property or using University resources (including without limitation bulletin boards, computers, mail, e-mail and telecommunication systems, photocopiers and telephone lists and databases). "Commercial Solicitation" means peddling or otherwise selling, purchasing or offering goods and services, including raffle tickets, for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside business interests or for profit or personal economic benefit on University property or using University resources. Solicitation and Commercial Solicitation performed through verbal, written, or electronic means, are covered by the Non-Solicitation Policy. Items to be distributed or offered for sale, which contain University trademarks, names (including building names) or design elements (T-shirts, posters, etc.), must be approved by the Office of University Communication.

#### I. Students

1. Any Solicitation or Commercial Solicitation undertaken by a student, registered student club, or student organization must be approved by the Office of Student Affairs, conducted in compliance with the Student Handbook and procedures established by the Office of Student Life, and comply with all applicable laws and University policies.
2. In special circumstances students may be permitted to participate in fund raising activities for nonprofit organizations. Inquiries regarding the Non-Solicitation Policy should be directed to the Office of Student Affairs.

#### II. Employees

1. Any Commercial Solicitation undertaken by a University employee ("Employee") must be approved by the Human Resources Department.
2. Employees are prohibited from engaging in the following actions:
  - a. Solicitation or Commercial Solicitation during the soliciting employee's work time or the work time of the employee(s) being solicited.
  - b. Distributing or posting any non-work related Materials in any work area of the University at any time, including during non-work time.
  - c. Engaging in any Commercial Solicitation at any time without the prior approval of the Human Resources Department.
3. As used in this policy "work time" shall mean the period of time during working hours when the employee is engaged in or is expected to be engaged in service on behalf of the University. Work

time does not include the Employee's lunch period or work breaks, or any other periods in which the employee is not on duty. As used in this policy, "work area" means those areas of the University in which regular University activity takes place including without limitation offices, class rooms, lecture halls, libraries, student and faculty dining areas, etc.

4. Employees shall not use University computers and communication systems and materials, including inter-department mail, e-mail, telephone, fax, supplies, or other related workplace University resources, for any Solicitation or Commercial Solicitation that is not directly related to workplace business and/or activities without the express approval of the Employee's supervisor.
5. Employees engaging in prohibited activity, including Solicitations, Commercial Solicitations, or the distribution of Materials, in violation of this policy are subject to disciplinary action, up to and including termination.
6. Inquiries regarding the Non-Solicitation Policy should be directed to the Director of Human Resources.

### III. Non-Profit Organizations

1. The University recognizes the value of charitable organizations and encourages employees and students to be active participants in organizations that support or contribute to the mission of the University. With the exception of University authorized charitable giving campaigns such as the United Way, any charitable organization that wishes to solicit funds for a charitable donation must be sponsored by a recognized student organization or employee and obtain the approval of the Office of Human Resources, which will coordinate with the appropriate University department. The organization will be provided with a stamp or certification of approval. Activities will normally be conducted from assigned tables in the Piggott Commons. Arrangements must be made through, and inquiries regarding the Non-Solicitation Policy should be directed to, the Office of Human Resources.

### IV. Non-Heritage Individuals or Organizations

1. Non-employees or non-students may not engage in Solicitation or Commercial Solicitation (including distributing any kind of written or printed Materials) on University property at any time. Exceptions to the Non-Solicitation Policy must be approved by the Office of Human Resources. The Office of Human Resources will not approve Commercial Solicitations by vendors that relate to the promotion or consumption of alcoholic beverages or tobacco, or products or services that are contrary to the policies or mission of the University.
2. Door-to-door Solicitation or Commercial Solicitation is not authorized.
3. The Non-Solicitation Policy does not prohibit normal business contacts by authorized vendor representatives engaging in business with the University in compliance with other University policies, provided such contacts are made with the consent of University officials.
4. Vendors approved for vending privileges to the University community may, in the discretion of the Office of Human Resources, be permitted to sell their products at restricted locations on campus for a limited number of days per year, provided that they register with the Office of Human Resources and pay the assigned fee, if applicable.
5. Non-employees or non-students who have not been authorized to enter University property shall be considered trespassers. Trespassers violating this policy who have no affiliation with Heritage University will be removed from University property, given trespass warnings not to return, and may be subject to arrest and prosecution.
6. Inquiries regarding this Section IV of the Non-Solicitation Policy should be directed to the Office of Human Resources.

## V. Applicability

1. The Non-Solicitation Policy applies to University students, faculty and non-faculty employees and volunteers as well as vendors and other non-University individuals and entities and their representatives.

## 6.j Public Art Acceptance and Display Policy

Responsible Office	Marketing Department		
Effective	April 14, 2021		
Revised	April 14, 2021		
Last Reviewed	November 15, 2023		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

It is the intent of the University to provide an aesthetically pleasing environment for students, faculty, staff, and visitors that is conducive to the pursuit of intellectual study and cultural enrichment. To that end the University welcomes opportunities to display art within the public areas in its facilities.

This public art policy covers gifts of art to the University or art purchased for the University by donors as well as art currently on display at the University. The policy also covers the temporary, long term loan to the University of art pieces for display from the Campus Art Collection, art owned by a University, or an individual as well as the short-term display of artwork, including student artwork.

### Acceptance of Art Guidelines

Display of public art is an important part of providing welcoming and amenable facilities and is an enriching aspect of the University's service, educational, and outreach programs.

The decision to accept artwork for display at the University rests entirely with the Art Advisory Committee (ACC). Upon acceptance, the AAC will make all decisions regarding placement, length of time for the display, publicity, and display removal.

When accepting a work of art, the University reserves the right to:

- Exhibit any donated object in a manner that is consistent with University's policies, needs, and available space. Acceptance of a work of art does not imply that it will be on permanent public display.
- Return loaned art to the Campus Art Collection or to the owning University department or to the individual owner upon recommendation by the University Art Advisory Committee and approval of the President of the University.
- Move and relocate artwork for any reason it deems necessary.

### Gifts of Artwork

The University will consider for acceptance as gifts such pieces of fine art as paintings, sculpture, wall hangings, photographs, and other original works in various media. Gifts of works of art will be accepted without limitations or conditions placed on the University by the donor or artist unless those limitations or conditions are approved by the President of the University.

Title to all gifts of art will pass to the University. Gifts to the University remain outright and unrestricted donations to be used according to the sole discretion of the University. Such art works will be used to the best interest of the University.



Donors who wish to receive a tax credit are responsible for getting an appraisal. By law, the University cannot provide value estimates on gift material. The office Advancement and the Chair, University Art Advisory Committee will work together to determine the appropriate process of receipt and acknowledgment for gifts of art. The documentation will identify and acknowledge the gift without appraising the work of art.

#### **Long-term Temporary Loan of Artwork**

In addition to gifts of art or art purchased for the University by donors, the University also will evaluate the long-term temporary loan of art pieces for display of art owned by an individual.

Long-term loans of art pieces for display will be covered by a written agreement (Agreement of Acceptance) that includes the details for duration, placement, security, and return of the item when the loan is over. Title of loaned materials will remain with the lending department or person. The care, security, and preservation of artwork that is loaned for display at the University will be the responsibility of the owner, whether that entity is the Campus Art Collection, a department, or an individual.

Questions about this policy should be referred to the Chair, University Art Advisory Committee. Responsibility for revising this policy rests with the Chair, University Art Advisory Committee.

#### **Related Documents**

Art Advisory Committee Procedures

Exhibit Proposal Process

Exhibit Release Form

## 6.k Facilities Naming Policy

Responsible Office	Marketing and Advancement		
Effective	02/2018		
Revised	03/10/2021		
Last Reviewed	10/16/2024		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

Heritage University recognizes the importance of naming opportunities for its buildings, outdoor and interior areas, spaces, features, and objects, and this document sets forth the University's naming guidelines. Naming actions shall not detract from the institution's values, dignity, integrity, or reputation, nor shall any such actions create a conflict of interest, or the appearance of a conflict of interest, or confer special privileges.

#### 1. Buildings or Outdoor Areas or Spaces

Buildings or outdoor areas or spaces may be named for a person, or family, associated with the University community who has rendered distinguished service to the University or who has made a significant contribution to society, or for a donor to the University whose gifts represent a "substantial contribution" toward the project cost, provided that the individual or family or donor has a prominent relationship with the University and/or the region, with a positive image and demonstrated integrity. In the event of changed circumstances, the University reserves the right, on reasonable grounds, to revise the form of or withdraw recognition.

Corporations or organizations are encouraged to be major donors to the University by recognizing with naming opportunities a person or family important to their success. Only in rare, exceptional situations will a building or outdoor area or space be named for a corporation or organization whose gifts represent a "substantial contribution" toward the project cost. The corporation or organization must have a prominent relationship with the University and/or the region, with a positive image and demonstrated integrity. In the event of changed circumstances, the University reserves the right, on reasonable grounds, to revise the form of or withdraw recognition.

#### 2. Interior Areas, Features, Objects or Spaces

Interior areas, features, objects or spaces may be named for a person or family associated with the University community who has rendered distinguished service to the University or who has made a significant contribution to society, or for a major donor to the University whose gifts represent a substantial contribution toward the project cost or the purchase of the object, provided that the individual or family or benefactor has a prominent relationship with the University and/or the region, and he or she has a positive image and demonstrated integrity. In the event of changed circumstances, the University reserves the right, on reasonable grounds, to revise the form of or withdraw recognition in consultation with the donor when possible. An interior area, feature, object or space may also be named for a corporation or organization whose gifts represent a "substantial contribution" toward the project cost or the purchase of the object. The corporation/organization must have a prominent

relationship with the University and/or the region, with a positive image and demonstrated integrity. In the event of changed circumstances, the University reserves the right, on reasonable grounds, to revise the form of or withdraw recognition.

Procedures for the naming of exterior and interior campus features can be found in the Office of Advancement.

# **7 Facilities and Emergency Management**

## 7.a Campus Security Policy

Responsible Office	Security Office		
Effective	4/14/2015		
Revised	5/9/2017, 2/17/2021		
Last Reviewed	2/17/2021		
Compliance	Title IX		
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

Safety and security at Heritage University is a shared responsibility between individuals and the institution. Participation by administration, campus security officials, faculty, staff, and students should work together to mitigate threats, crime, violence, natural disasters, and other hazards.

In the event of imminent threats, actual violence, and/or criminal activity, individuals should (1) take necessary action to protect themselves and others; (2) call 9-1-1, and (3) contact campus security in that order.

Employees made aware of possible workplace violence must report those concerns immediately to the Office of Human Resources or their Supervisor.

Students made aware of possible violence must report those concerns immediately to the Office of Student Affairs or any Heritage University employee.

Allegations of violence, harassment, and sexual assault such as those outlined under Title IX should be reported to one of three designated Title IX Coordinators, one (1) is the Director of Human Resources, second (2) is the Vice President for Student Affairs and (3) is the Social and Mental Health Counselor in the Office of Student Affairs.

Allegations will be kept confidential, unless disclosure is necessary during investigations, to protect individuals, and/or in accordance with requirements under the law.

### Emergency Response Team (ERT)

The Heritage University Emergency Response Team convenes at the behest of the President or a vice-president to assess threats or possible threats that jeopardize the safety and security of the campus. Membership at meetings is at the discretion of the President. The ERT is empowered to make decisions and take actions consistent with Heritage University policies, and/or State and federal laws.

In addition to their role in keeping the campus community safe, Heritage University Security officers also are trained to assist in medical emergencies and have access to portable defibrillators for use in emergencies.

### Related Documents

[Possession and Use of Firearms on University Property](#)

## 7.c Campus Parking Policy

Responsible Office	Physical Plant		
Effective	January 10, 2017		
Revised	January 16, 2020; October 12, 2021		
Last Reviewed	October 12, 2021		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

Heritage University has free parking on the Toppenish Campus. Students, staff, and faculty should park correctly and only in designed parking spots.

Some parking is restricted for designated populations such as Handicap parking, parking for incoming students and visitors to the admissions office, and parking reserved for security or administration. Overnight parking is allowed on a limited basis and require a temporary permit issued by the Safety and Security office.

Any inoperable vehicles should be removed at the owner's expense withing 48 hours. Heritage University reserves the right to have vehicles towed that appear to abandoned or inoperable.

Parking that results in blocking or obstructing egress or emergency access, for example double parking, blocking walkways to buildings, blocking building door access, parking in fire lanes, blocking fire hydrants, etc., is prohibited. Heritage University reserves the right to tow any vehicle improperly parked on university property at the owner/operator's expense.

## 7.d After Hours Building Access Policy

Responsible Office	Maintenance and Security		
Effective	March 10, 2015		
Revised	March 23, 2022		
Last Reviewed	March 23, 2022		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

Heritage University takes seriously its responsibility to provide students and university employees with safe facilities, and well maintained equipment and materials. Individuals accessing Heritage University buildings after-hours also take responsibility for their own safety and shall follow any policies and procedures established for access and usage. Individuals should also follow all site-specific requirements (i.e. for specific labs or work spaces) that have been developed.

Faculty and staff who are issued keys or electronic key card access may enter facilities by providing notice to their supervisor. Students are allowed to be on campus after-hours only when under the supervision of an employee. All individuals in buildings after-hours must have their university issued identification on their person at all times. Heritage University reserves the right to revoke after-hours access to any individuals that do not follow established policies and procedures.

Heritage University also reserves the right to close or limit access to campus, including specific buildings due to emergency, weather, or other safety hazards. In such cases, any unauthorized person seeking access to campus without permission from the President could face disciplinary action.

### Related Documents

Building Use and Rental Policy

## 7.e Campus Closure Due to Inclement Weather

Responsible Office	Executive Office		
Effective	January 3, 2017		
Revised	November 15, 2023		
Last Reviewed	November 15, 2023		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

It is the policy of the University to manage weather related emergency situations according to their severity and potential impact on the campus and its communities such that the response is commensurate with conditions. Responses can lead to campus closure, partial closure of areas, changing hours of operation, and/or move to remote work/classes.

The University and its communities' well-being can be threatened by emergency and disaster situations both natural, such as, winter storms and tornados, and man-made, such as hazardous material accidents, terrorist threats and criminal activity.

When such events occur, it is the policy of the University to:

- Protect human life, prevent/minimize personal injury
- Protect the environment
- Prevent/minimize damage to campus structures
- Restore normal operations

### Definitions

Terms that by being defined enhance the reader's understanding of the policy.

### Procedure

Campus Closure Protocol



## 7.f Facilities Usage and Rental

Responsible Office	Maintenance
Effective	March 10, 2015
Revised	January 16, 2020; March 20, 2023
Last Reviewed	March 20, 2023
Compliance	
Classification	<input checked="" type="checkbox"/> Institutional   <input type="checkbox"/> Board of Directors   <input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council   <input type="checkbox"/> Board of Directors   <input type="checkbox"/> Unit VP

### Policy

University use of all facilities shall have absolute preemptive priority over all non-University groups. The University reserves the right to cancel, postpone, or alter arrangements for any event if necessary. An event request form must be completed and approved prior to the event taking place. Events must be schedule with appropriate advance notification.

University facilities may be rented by community organizations for appropriate public and private functions, meetings, conferences, concerts and performances, summer camps, and other events.

Heritage University reserves the right, at its sole discretion, to refuse use or rental of space to any organization. Events which do not serve to enhance the mission of Heritage University or do not properly represent the standards of decorum of an academic institution will not be considered. Heritage University facilities generally are not available for political meetings or events, religious or sectarian meetings, or any gambling related events or activities.

Events may not create any hazard or undue hardship to the University and its facilities, staff or students. Events must conform to the established University regulations for use of facilities. Such use must not be in conflict with any existing or contemplated University functions.

The wording "NOT AFFILIATED WITH HERITAGE UNIVERSITY" must appear in all media and newsprint materials publicizing the event. The University telephone number should not be used in any publicity information. All costs associated with an event will be the responsibility of the sponsoring organization. Certificates of Insurance must be on file from all sponsors and outside vendors.

### Grant Usage Charges

Heritage University reserves the right to charge grants for facility usage, including space, access to internet, computes, and use of equipment, such as tables and chairs, used to make other space suitable for administering the goals and objectives, when such grants are not directly benefiting currently enrolled students.

### Related Documents

Event Request Form

[7.c Campus Parking Policy](#)

## 7.g Emergency Plan

Responsible Office	Executive Office		
Effective	5/12/2015		
Revised	November 15, 2023		
Last Reviewed	November 15, 2023		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

Heritage University organizes, coordinates, and directs available resources toward an effective response to emergencies.

### Emergency Response Team (ERT)

The Heritage University Emergency Response Team convenes at the behest of the President or a vice-president and will convene in the event of an emergency. In the event of an emergency, decisions and actions are determined by the ERT and when necessary include the Board of Directors.

### Emergency Preparedness and Training

The Heritage University Emergency Preparedness and Training Team will focus on security, safety and emergencies with the goal of preparing the campus community with resources, direction, and trained staffed ready to assist in the event of an emergency. Additionally, this group will assist with risk management and make recommendations to the administration around security and safety.

## 7.h Possession and Use of Firearms on University Property

Responsible Office	Executive Office		
Effective	10/12/2013		
Revised	5/9/2017, 2/17/2021		
Last Reviewed	2/17/2021		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

### Policy

Campus safety and security is a shared responsibility. The possession and use of firearms, weapons, or explosives, including fireworks, is strictly prohibited at all times on property owned by Heritage University. Also, this policy prohibits the possession of firearms, weapons, or explosives at sponsored University events.

Firearms and guns include, but are not limited to: air-soft guns, bb guns, Tasers, flare guns, toy guns designed to replicate authentic guns, operable guns made with 3D printers, paint guns and pellet guns.

Weapons include, but are not limited to: objects used with the intent to cause bodily harm, hunting weapons, swords, knives (e.g. hunting knives, switch blades, etc.), martial arts weapons, slingshot, club, metal knuckles, spring blade knife, or any knife other than those used as a kitchen utensils.

### Personal Protection for Self-defense

Individuals may have in their possession for self-defense purposes only, any the following items: mace, pepper spray, electronic shock devices including nonlethal stun guns. However, projectile stun guns or Tasers, are prohibited, even for personal safety. Any use of self-defense items for the purpose other than self-defense will be considered a violation of this policy and those items may be confiscated by campus officials.

Exception to this policy includes:

#### *Individuals*

1. Sworn law enforcement officials such as a police officer, sheriff, detective, or deputy acting in that capacity.
2. Authorized Heritage University security personnel with authorization to carry a firearm.

#### *Firearms in vehicles*

Heritage University recognizes a vehicle as personal property. Any person in possession of a firearm following all state and feral laws may keep that firearm in their personal vehicle so long as that firearm is unloaded, is out of the view of sight, and the vehicle can be locked. If at any time a firearm is visible or removed from a locked vehicle it will be considered a violation of this policy.

### Related Documents

[Emergency Plan](#)

[Campus Security Policy](#)

## 7.i HU Vehicle Use policy

Responsible Office	Facilities		
Created	January 24, 2024		
Revised			
Effective	March 20, 2024		
Compliance			
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

1. **Purpose** This Vehicle Use Policy is established to ensure the safe and responsible use of university-owned or leased vehicles by authorized individuals for official university business. It outlines the rules, guidelines, and expectations for the operation and maintenance of university vehicles.
2. **Authorized Users** Only individuals authorized by the university are permitted to operate university vehicles. Authorization is granted based on job responsibilities and the necessity of regular travel for official university business.
3. **Vehicle Reservation** All requests for the use of university vehicles must be submitted and approved in advance through the designated university department responsible for managing vehicle reservations. Reservations should include details such as the purpose of the trip, destination, and expected duration.
4. **Driver Requirements**
  - a. All drivers must possess a valid and current driver's license.
  - b. Drivers must adhere to all local, state, and federal traffic laws and regulations.
  - c. Drivers are responsible for the safe and secure operation of the vehicle and its occupants.
5. **Vehicle Operation**
  - a. University vehicles are to be used exclusively for official university business.
  - b. Drivers must ensure that all passengers are wearing seatbelts.
  - c. Smoking, eating, or any other distracting activities are prohibited while operating a university vehicle.
  - d. Use of university vehicles for personal reasons is strictly prohibited.
6. **Maintenance and Reporting**
  - a. Drivers are responsible for reporting any mechanical issues or damage to university vehicles promptly.
  - b. Regular maintenance and inspections will be conducted by the university's designated vehicle maintenance team.
7. **Fueling**
  - a. University vehicles should be fueled at designated locations using university-issued fuel cards.
  - b. Drivers must keep fuel receipts and submit them along with other trip-related documentation.
8. **Accidents and Incidents**
  - a. In the event of an accident, drivers must immediately contact local authorities and inform the university's designated office responsible for vehicle incidents.
  - b. A detailed report must be submitted within 24 hours.