



Wednesday, January 30, 2002

New policy manual unveiled

By *Jennifer Charney*, OU Staff Writer

For the first time in 30 years, OU's **Administrative Policy and Procedures Manual** has been redesigned to make it easier for employees to find information. The manual explains the operating policies and procedures of university departments and the services available from them.

The Internal Audit Department of the Finance and Administration Division, which maintains the manual, announced the changes in December. Complaints from employees about the difficulty in locating certain subjects spurred the redesign, said David Vartanian, Internal Audit director.

An administrative council created in July 2000 provided suggestions on how to improve the manual. The council included representatives from each division, the college and schools.

Changes include a "What's New" section, indicating all recent changes; detailed instructions on how to submit policy additions and changes; and a cross-reference listing all new and old policy reference numbers. The entire manual can be viewed at the **Administrative Policies and Procedures** Web site.

"I think the changes are helping," said Sandra Fick, office assistant III in Academic Affairs. "It helps to organize the manual by topic — you don't have to search as much. And having it on the Web, you can just click on it.

"It's easier to read; it's a friendlier document."

Fick refers to the manual when she has to complete travel summaries for submission to Accounts Payable.

The manual is divided into the following categories:

- ACADEMIC
- BUSINESS AND FINANCE
- FACILITIES AND PROPERTY
- GENERAL / GOVERNANCE
- GIFTS AND GRANTS
- HEALTH AND SAFETY
- HUMAN RESOURCES
- INFORMATION TECHNOLOGY
- PAYROLL
- PURCHASING
- STUDENTS
- TRAVEL
- UNIVERSITY SERVICES

Vartanian, who was responsible for reorganizing the manual, worked with Lynne Schaefer, vice president for Finance and Administration, and Steve Roberts, associate vice president for Finance and Administration, on the document's redesign.

Vartanian encourages employees to submit new material for inclusion in the manual. For more information, contact Vartanian at vartania@oakland.edu.

SUMMARY

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