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Policy updates now delivered electronically

By **Jeff Samoray**, *OU Web Writer*

Oakland University faculty and staff now will receive notices of changes and updates to the **OU Administrative Policies and Procedures Manual** via the weekly faculty and staff broadcast e-mail. The e-mail contains hyperlinks to the online manual, where current policies and procedures can be read in full.

"Our department took this measure as a cost saving approach for the university," said David Vartanian, director of internal audit. "We previously informed the community of policies changes through notices delivered through on-campus mail. The e-mail delivery method will save the university approximately \$1,200 per year as well as time and effort on the part of our mailroom staff. It's a more efficient approach."

The **Administrative Policies and Procedures Manual** is the main source for operating policies and procedures of various university departments and services that have been communicated for dissemination. The Internal Audit Department, within the Finance and Administration Division, is responsible for maintaining the manual and encourages new material for inclusion.

Revisions to the manual will be included in the broadcast e-mail on a monthly basis as policies are updated.

"I encourage all employees to read the broadcast e-mails thoroughly and refer to the policies and procedures manual for this important information," Vartanian said.

Questions or comments about the **Administrative Policies and Procedures Manual** can be directed to David Vartanian at (248) 370-2374 or vartania@oakland.edu.

SUMMARY

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