



POLICY UPDATE, SPRING 2004

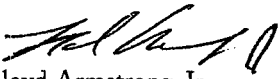
To USC Faculty and Staff


During the last few months, several new university policies have been established and posted to the University Policies Web site. Others have been substantially revised. Some of these new and changed policies respond to legislation at the state and federal level; others to administrative initiatives designed to improve university operations or to protect the university from liability risks and create a safer environment for our students, faculty and staff.

The following provides a descriptive index to the policies along with their issue date and the authority under which they were each issued. As a reminder, in order to be official university policy, a policy must bear the signature of the President, the Provost and Senior Vice President for Academic Affairs, the Senior Vice President for Administration, or an officially designated delegatee of one of these three officers. In the case of a policy signed by a delegatee, the date of delegation and the name and title of the delegator must be noted on the policy. Official university policies also may be established by resolution of the Board of Trustees.

Please visit the Policies Web site to read the full policies. Each posted policy includes a reference to a department or university official to whom you can direct questions about the policy. The University Policies Web site serves as the official point of reference for all university policies. It is the updated policies as they appear on that site which are applicable.

University employees are responsible for familiarizing themselves with and maintaining awareness of current policies.


Lloyd Armstrong, Jr.
Provost and Senior Vice President,
Academic Affairs


Dennis F. Dougherty
Senior Vice President,
Administration

New and Revised Policies for the University Community

Accounting and Audit Complaints

The university has instituted new procedures for handling complaints regarding accounting and auditing matters. Any faculty or staff employee should report directly to the university any complaints or concerns regarding the university's accounting or internal controls, or auditing matters. Staff and faculty should report any such complaint or concern by calling the USC Help and Hotline at (213) 740-2500 or by contacting Howard Levy, Director of Audit Services. The university prohibits any form of retaliation against anyone who reports any complaints or concerns. In addition, if desired, reports may be made anonymously.

Issued by: Lloyd Armstrong, Jr., Provost and Senior Vice President for Academic Affairs
Dennis F. Dougherty, Senior Vice President for Administration
Date issued: April 9, 2004

E-Mail Retention

This policy, which will take effect on September 1, 2004, limits the length of time that e-mail is stored on ISD central servers to 180 days. After six months, all e-mail on ISD central servers will, as a matter of routine, be automatically and permanently deleted from the servers. ISD will be providing two services to assist in the transition to this new policy: (1) a new e-mail archive server will be placed in operation by May 1, 2004 to be used to archive certain types of e-mail documents that need to be saved for longer than six months and (2) ISD will offer a series of workshops on how to identify and archive e-mail on a personal computer or the e-mail archive server. Consultation on moving and managing e-mail is also available by calling ISD staff at 740-5555. Two memoranda concerning implementation of this new policy were mailed to senior administrators in February and April.

Issued by: Lloyd Armstrong, Jr., Provost and Senior Vice President for Academic Affairs
Dennis F. Dougherty, Senior Vice President for Administration
Date issued: September 1, 2004

Expenditure Manual: Airfare Reimbursement Limited to Coach Class

The university will support the cost of coach-class, commercial airfare for official university travel. Business class and first class are allowed only when (a) advance written approval is obtained from the applicable dean or vice president, (b) necessary because of specified medical reasons, or (c) coach class is unavailable. Medical exceptions and unavailability must be clearly identified and explained. When approval, as described above, has not been granted, business class and first class air travel may be used for university purposes provided that the individual personally arranges for payment for the incremental difference.

Issued by: Dennis F. Dougherty, Senior Vice President for Administration
Date issued: January 2, 2004

Expenditure Manual: Automobile Rental Insurance

The revised policy clarifies when additional insurance does or does NOT need to be purchased for automobile rentals.

Issued by: Dennis F. Dougherty, Senior Vice President for Administration
Date issued: December 15, 2003

Expenditure Manual: Increase in Mileage Reimbursement and Travel Expense Maximum

Due to an increase in the Internal Revenue Service standard business mileage rate, mileage reimbursement for a personal vehicle used for university business will increase to 37 cents per mile for trips commencing on or after April 15, 2004. The maximum reimbursement rate for actual meal, lodging, and incidental expenses has increased to \$350 per day. Actual expenses must be itemized and supported by original receipts. Travel reimbursements exceeding this maximum must be approved by a Senior Vice President or his or her designee. Lower rates and additional constraints may be imposed on expenditures by a Senior Vice President, Dean or Director within an organizational unit. These constraints should be monitored by internal control within the organizational unit.

Issued by: Dennis F. Dougherty, Senior Vice President for Administration
Date issued: April 15, 2004

Information Security

The Information Security policy sets the standards and framework for protecting the security and privacy of information the university creates, uses, transmits, stores and destroys. The policy also delineates the types of information requiring enhanced protections under federal and state law: education records, protected health information, customer information, personnel records, Social Security numbers, personal information, and research records.

Issued by: Lloyd Armstrong, Jr., Provost and Senior Vice President for Academic Affairs
Dennis F. Dougherty, Senior Vice President for Administration
Date issued: April 7, 2004

Protection of Consumer Financial Information under the Gramm-Leach-Bliley Act

The federal Gramm-Leach-Bliley Act requires financial institutions, including universities, to protect non-public personal information that is collected from an individual who obtains or has obtained a financial product or service from the institution. Financial products or services offered by USC and covered by the Gramm-Leach-Bliley Act include, but are not limited to, the following: student loans; faculty, staff and other employee loans; and USCard purchases. This policy describes how the university protects information covered under this act.

Issued by: Lloyd Armstrong, Jr., Provost and Senior Vice President for Academic Affairs
Dennis F. Dougherty, Senior Vice President for Administration
Date issued: April 7, 2004

Gift Policy and Procedures

The Gift Policy and Procedures set standards for accepting and accounting for gifts to the university. These documents do not reflect any changes to current practice or procedures. In order to provide an easier point of reference, information and instructions previously issued as memoranda over a period of several years are now coalesced into two documents.

Issued by: Lloyd Armstrong, Jr., Provost and Senior Vice President for Academic Affairs
Dennis F. Dougherty, Senior Vice President for Administration
Date issued: April 7, 2004

Safety Policies

These safety policies replace a manual published in 1995. Most of these policies are not new, but are updates for purposes of consistency and clarification. There are three new policies that have been implemented to ensure compliance with local, state and federal law: Seismic Safety, Ergonomic Safety and Bloodborne Pathogens.

Issued by: Dennis F. Dougherty, Senior Vice President for Administration
Date issued: March 15, 2004

Staff Employment Policies and Procedures: Employment References and Personnel Files and Payroll Records Access

Technical changes were made to these two policies to reflect procedural changes due to the outsourcing of employment verification. Employment verification services are now provided through the Work Number. Information about using The Work Number is available on the USC Payroll Services Web page at www.usc.edu/payroll or by calling the USC Employment Verification phone line at (213) 740-2742.

Issued by: Dennis F. Dougherty, Senior Vice President for Administration
Date issued: March 15, 2004

Staff Employment Policies and Procedures: Judicial Proceedings Leave

This new leave mandated by California state law requires unpaid leave to attend judicial proceedings when an employee is a victim of a violent or serious felony, or a felony involving theft or embezzlement, or whose close relation is a victim of such a crime. An employee who is an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim is eligible for this leave. Immediate family member is defined as a spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather. The employee may take the leave as unpaid leave or may use accrued vacation leave, sick leave or, for non-exempt staff employees, previously earned compensatory time off.

Issued by: Dennis F. Dougherty, Senior Vice President for Administration
Date issued: March 15, 2004

Staff Employment Policies and Procedures: Nondiscrimination

The revised nondiscrimination policy expands the definition of gender in compliance with recent California legislation. Discrimination based on gender includes both the actual sex of an employee or applicant for employment and that person's gender identity, appearance or behavior, whether or not that identity, appearance or behavior is traditionally associated with that person's sex at birth.

Issued by: Dennis F. Dougherty, Senior Vice President for Administration
Date issued: February 10, 2004

Staff Employment Policies and Procedures: Recruitment

The minimum posting period for open positions has been reduced from ten to five days. The revised policy also sets the maximum length of postings at one year and requires verification of new funding for posted positions at the beginning of each fiscal year.

Issued by: Dennis F. Dougherty, Senior Vice President for Administration
Date issued: April 1, 2004

Reminders

Paid Family Leave Insurance Program

Beginning January 1, 2004, the state of California established a mandatory insurance program that provides compensation for a period of up to six weeks for individuals who take time off work to care for a seriously ill child, spouse, parent, or domestic partner or to bond with a new child due to birth, adoption, or foster care placement. Benefits will be payable for leaves beginning on or after July 1, 2004. More information about the program is available from the USC Disability Office at (213) 740-5875 or on their Web site at srm.usc.edu/disabilitybenefits.

Voting Leave

Because of the extended polling hours in California, very few university employees need to take voting leave. However, the state election code does mandate that any employee who does not have sufficient time outside of working hours to vote may, without loss of pay, take no more than two hours off work to vote in statewide elections. The election code also mandates that the employee who needs to take time off to vote shall give his or supervisor at least two working days notice of the need for the leave. Questions regarding this policy as it relates to staff employees should be directed to Personnel Services on the University Park campus at (213) 437-1811 or on the Health Sciences campus at (323) 442-1010. Faculty should consult the Vice Provost for Faculty Affairs at (213) 740-6715.

Whistleblower Protection

California law protects employees who disclose information to a government or law enforcement agency if they have reasonable cause to believe that the information shows their employer is in violation of, or is in noncompliance with, a state or federal law or regulation. The law prohibits any retaliation against the employee for making such reports. The state attorney general has established a whistleblower hotline at (800) 952-5225. Questions about whistleblower protections or complaints also may be directed to the USC Compliance Office Help and Hotline at (213) 740-2500. Additional information is available on their Web site at <http://www.usc.edu/admin/compliance/>.

Social Security Numbers

It is against both state law and university policy to

- Publicly post or display the Social Security number in any manner;
- Print the Social Security number on any card required to access service;
- Require an individual to transmit his or her Social Security number over the Internet unless the connection is secure or the number is encrypted;
- Require an individual to use his or her Social Security number to access an Internet site unless a unique password or PIN is also required; or
- Print a Social Security number on any materials that are mailed unless required by a state or federal agency, unless state or federal law requires the Social Security number to be on the document to be mailed. Also, Social Security numbers may be included in applications and forms sent by mail, including documents sent as part of an application or enrollment process, or to establish, amend or terminate an account, contract or policy, or to confirm the accuracy of the Social Security number.

For additional information, please refer to the university's Personal Information Policy.

Online Policies

The Policies Web site address is policies.usc.edu or www.usc.edu/policies. You also may reach this site from the USC home page by clicking on "Inside USC" and then "Policies" and then "University Policies." Earlier versions of policies are available in the archives section of the policies page.

Computer Labs

Employees who do not have access to a computer at their work site may visit one of the computer labs listed below. To use the computers at these facilities, you must present your employee ID card. Hours during the academic year are listed below. Hours may change during semester breaks and summer session. You may call the numbers listed to verify the hours each computer lab is open.

University Park Campus

King Olympic Hall

Room 206
(213) 740-7708
Open 24 hours a day, seven days a week.

Leavey Information Commons (LVL)

Lower level of Leavey Library
(213) 740-6938
Monday through Saturday, open 24 hours a day; on Sunday, open from 9 a.m. to 12:00 midnight.

Salvatori Computer Science Center

Room 125
(213) 740-6194
Open 24 hours a day, seven days a week.

Taper Hall of Humanities Language Center

Room 309
(213) 740-1188
Monday through Thursday, open from 8:00 a.m. to 9:00 p.m.
Friday, open from 8:00 a.m. to 5:00 p.m.
Closed on Saturday, Sunday and when classes are not in session.

Waite Phillips Hall of Education

Room B34
(213) 740-7950
Open 24 hours a day, seven days a week.

Health Sciences Campus

Norris Medical Library Computer Lab (requires a library card)

Upper level of the library
(323) 442-1968
Monday through Thursday, open from 7:45 a.m. to 12:00 midnight
Friday, open from 7:45 a.m. to 8 p.m.
Saturday, open from 9:00 a.m. to 5:00 p.m.
Sunday, open from 9:00 a.m. to 10:00 p.m.