Insert Name of Department
Policies and Procedures Manual

Employees at The University of Texas at Arlington are expected to be aware of and comply with applicable provisions of the rules and regulations included in the University's Policies and Procedures, the Regents' Rules and Regulations, and the Systemwide Policies. These documents, along with several others used as reference material, are included in the University Policies and Procedures website at www.uta.edu/policy .

Topics listed below are intended to help departmental employees understand how certain issues are handled within their department and to provide the location of the topic in the document(s) mentioned above.

I.   Mission Statement (from Department's Unit Effectiveness Plan)

II.   Departmental Organization Chart

III. Department's Physical Address; Mailing Address; Telephone Numbers

IV.   Dealing with Emergencies (Employee contacts and building emergency procedures

V.   Telephones and Electronic Mail

    A. According to ETHICS and The University of Texas at Arlington A Brief Practical Guide, state law requires that UT Arlington's telephones and e-mail be used for institutional purposes. Incidental use for local personal calls or messages not interfering with work responsibility, however, is not considered a misapplication of state resources. Personal long distance telephone calls should not be charged to the institution and must be reimbursed by the employee if charged inadvertently. UTA telephone logs, records, and e-mail are public property and may be subject to open information requests.

    Reimbursement for inadvertent personal long distance calls should include the cost of the call

    B. Explain the reimbursement process in your department. For example, identify the employee who will receive the reimbursement and the number of days that employees have to reimburse the University for inadvertent long distance telephone calls.
    Director will make a copy of the Report that will be attached to the.

VI.   Unauthorized Software

It Department Policies And Procedures Manual

Judd E. Hollander

It Department Policies And Procedures Manual:

  Computer & It Policies and Procedures Manual Inc Bizmanualz,2014-01-01 Computer IT Policies and Procedures Easily Create Your IT Policy Manual to Manage IT Security IT Assets and Software Development Procedures Template This manual can help you gain control and reduce the complexity of your organization s computer information technology systems and infrastructure Thoroughly researched and reviewed by industry experts these pre written policies and procedures are based on industry best practices and standards such as COBIT and ISO 17799 Standard policies and procedures to guide IT activities in your organization can reduce cost and improve performance by enhancing consistency establishing clear criteria for hardware and software and through conducting regular vendor evaluations You could spend hundreds or even thousands of hours researching and writing IT procedures for your organization but it has already been done for you Designed for busy professionals like IT and Network Managers CIOs System Engineers and Business Owners the Computer IT Policies and Procedures Manual covers key areas such as security policy asset classification and control physical and environmental security communication and operations management access control systems and software development and maintenance business continuity management and compliance This new edition also includes updated and complete job descriptions for every job referenced in the text Computer IT Policies and Procedures Manual can save you hundreds of hours in researching compiling and writing policies and procedures for financial compliance There is no need to start from scratch It has already been done for you   Complete Company Policies and Procedures Manual Cary Cohen,1992   ,   *IT Governance Policies & Procedures* Michael Wallace,Larry Webber,2012-09-10 IT Governance Policies and Procedures 2013 Edition is the premierdecision making reference to help you to devise an information systems policyand procedure program uniquely tailored to the needs of your organization Not only does it provide extensive sample policies but this valuable resourcegives you the information you need to develop useful and effective policiesfor your unique environment IT Governance Policies and Procedures provides fingertip access to theinformation you need on Policy and planningDocumentationSystems analysis and designAnd more IT Governance Policies and Procedures 2013 Edition has been updated toinclude A new chapter covering service level agreementsUpdated information and new policy covering Agile project managementUpdated information on managing mobile devices such as tablets and smartphonesNew policies for managing user devices including bring your own devicepolicy flash drive usage and loaning out hardware for temporary useNew information and policy for managing the use of public and private appstores for downloading software on mobile devices such as tablets andsmartphonesThe latest best practices for relocating your technology infrastructure whenmoving departments or your entire organizationNew information on measuring the effectiveness of your training programsUpdated information and policy for managing IT trainingAnd much more   Policies and Procedures Manual Florida School for the Deaf and Blind,1969   **Policies and Procedures Manual** Michelle Harris,2017-03-23 A complete set of policies and procedures WITH DOWNLOADABLE FILES INCLUDED for your

organization whether you re just starting out or need to add some control to your existing operations Policies and procedures are an integral part of eliminating fraud reducing operational errors and reducing inefficiencies The Complete Set includes the following policies and procedures CORPORATE AND GENERAL Policy Review Ethics Policy Segregation of Duties Account Reconciliation Policy Internal Control Over Spreadsheets Relationship with External Auditors Standard Document Retention Policy Physical and Data Security Facility Environmental Protection HUMAN RESOURCES Employee Standards of Conduct Business Expense Reimbursement Policy Company Car and Car Allowance Policy Employee Training Policy Misappropriation of Assets and Other Dishonest Acts Employee Dress Code Virtual or Remote Work Policy Flexible Work Schedule Policy Personal Leave Vacation Policy Leave of Absence with Pay Leave of Absence without Pay CASH AND BANKING Cash Bank Accounts Bank Account Reconciliation Petty Cash Funds Employee Advances Unclaimed Property Credit Card Policy ACCOUNTS RECEIVABLE Customer Accounts Receivable Customer Credit Procedures Write off of Uncollectible Receivables Bad Debt Cash Discount and Unsaleable Allowances Accounts Receivable Reconciliation Intercompany Accounts INVENTORY Inventory Accounting and Control Inventory Reserves Cycle Counting Physical Inventories FIXED ASSETS Fixed Asset Accounting Policies Capital Project Requests Additional Capital Request Capital Post Completion Review Disposal or Impairment of Property Depreciation and Useful Life Accounting for Leases OTHER ASSETS Prepaid Expenses Other Assets Goodwill and Trademarks LIABILITIES Accounts Payable Policy Vendor Invoice Approval Material Returned to Vendors Customer Credits Issued Sales and Use Tax on Purchases Payroll Accrual Liability Accruals Expense Inventory and Capital Recognition Bonus Awards Incentives Awards Sales Commissions INCOME STATEMENT Revenue Recognition of Shipments Revenue Recognition of Services Inventory Costing and Valuation Control of Trade Marketing Programs Membership Association Fees Interest and Other Income Non Recurring and Unusual Gains and Losses Profit or Loss on Sale of Assets Key Performance Indicators COMPUTER INFORMATION SYSTEMS Disaster Recovery Policy and Procedure Backup Requirements Software Maintenance and Licensing Policy Computer System Use Responsible Use of Company Email Use of Company Internet Company Printer Policy Access Control Policy Computer Electronic Equipment Disposal Password Policy OverviewSo you ve created a successful business investing countless hours volumes of energy and sweat and maybe even a few tears Now it s time to protect that business from lost profits errors and even fraud A solid set of policies and procedures can provide a foundation for a strong and successful operation resulting in increased efficiencies increased profit and reduced risk of error and fraud This complete set of policies is a simple step in implementing policies and procedures in your organization The information presented provides a building block to create policies and procedures that fit your unique organization   Information Systems Policies and Procedures Manual George Henry Jenkins,1997 Covering the latest developments in the information systems field this invaluable resource highlights all three required elements of operation hardware software and personnel as well as provides managers with standards for analysis

development design documentation software provision and control of all computer operations IS managers will find dozens of ready to use forms and worksheets a glossary of information systems terms and real world case references Annually supplemented to always remain up to date **Handbook of Loss Prevention and Crime Prevention** Lawrence J. Fennelly,2012-01-27 This volume brings together the expertise of more than 40 security and crime prevention experts It provides comprehensive coverage of the latest information on every topic from community oriented policing to physical security workplace violence CCTV and information security **Handbook of Institutional Pharmacy Practice** Thomas R. Brown,2006 This comprehensive text provides fundamental information on a broad spectrum of essential topics in health system pharmacy practice From an overview of health delivery systems and hospital pharmacy through various practice settings such as home care long term care hospice and palliative care ambulatory care and managed care this text focuses on various elements important to health system pharmacies The Handbook of Institutional Pharmacy Practice is the first step in developing a career in pharmacy and provides opportunities for study in career enhancement New chapters included in the fourth edition Integrity of the Drug Supply Overview of the History of Hospital Pharmacy in the United States Interprofessional Teams Collaborative Practice Models Development Implementation and Monitoring Therapeutic Plans and Evidence Based Medicine *The Police Manager* Egan K. Green,Ronald G. Lynch,Scott R. Lynch,2014-09-19 The Police Manager gives practical field tested guidance to students and professionals who aspire to leadership roles in law enforcement providing a comprehensive explanation of issues and challenges that they will face as police supervisors The book is divided into four parts covering historical and philosophical underpinnings behavioral aspects of police management functional aspects of police management and major issues in modern police work **IT Policies & Procedures** George Henry Jenkins,Michael Wallace,Larry Webber,2003 IT Policies and Procedures Tools Techniques That Work 2003 Edition is a comprehensive update to IT Policies Procedures Manual Third Edition While many of the basic principles of superior IS operations have not changed over the years we still have to do backups service business users and so on the Internet and an explosion of connectivity options have added new challenges to running an effective IS organization No two information systems operations are alike but many do share some basic elements such as hardware software and personnel This manual defines the common threads that link all information systems operations providing for a variety of situations not as a one size fits all model but instead as an updated guide and decision making reference that can help you to devise an information systems policy and procedure program uniquely tailored to the needs of your organization Rather that simply provide sample policies that will not encompass what is unique to your organization this manual gives you the information you need to develop useful and effective policies for your unique environment *California. Court of Appeal (4th Appellate District). Division 2. Records and Briefs* California (State)., Nursing Administration Manual Howard S. Rowland,Beatrice L. Rowland,1991 These two volumes featuring practice proven direction on 48 areas of nursing management and nearly 500

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