UCONN
HEALTH
Administrative Policy
Policy Number and Name

Each policy includes a brief overview of important information pertaining to the policy, such as policy owner, effective date, description and who to contact for more information. Below is a description of each element which must be provided before the policy is published.

Title	The title must identify the key purpose of the policy, in as few words as possible.
Policy Owner and Contact Information	The responsible unit or office that owns the policy. This may include more than one unit, however generally should not exceed two. Contact information can be an office or a position, either is acceptable. Refrain from using an individual's name. List a phone number and/or email of the office or position listed, as well as a link to website of policy sponsor (HR, IT, Compliance, etc.)
Campus Applicability	Clarify who the policy applies to (Faculty, Staff, Students, Others) as well as the campuses that are included in the scope of this policy. For example, Storrs based, School of Law, UConn Health, etc.
Applies to	The population of individuals that must comply with the policy: faculty, staff, students, others.
Effective Date	The date the version of the policy was approved by the highest authority required. For example, if the President's Cabinet approves on 12/10/2014, and the policy did not require further approval (i.e., to the Board of Trustees), the effective date would be 12/10/2014. If the policy must be approved by the Board, the Board approval date is the effective date.

PURPOSE:
Legal or regulatory reasons as well as overall benefits of the policy.

POLICY STATEMENT:
A succinct statement that articulates requirements and restrictions, and establishes standards, rights and responsibilities that apply generally throughout the University. Sentences and paragraphs should be clear and understandable. Acronyms should be spelled out completely the first time the phrase is used. Use strong action words (e.g. will, must, are responsible for, etc.).

DEFINITIONS: (IF APPLICABLE)
Define terms that are technical or not commonly understood by the general University community.

PROCEDURES/FORMS:
Procedures and forms should not be included within the main body of a policy. Instead, units should include links to procedural information and applicable forms at the end of the policy document.

REFERENCES:
List any regulations, references, evidence, or other documents which support the need for this policy – if none, write "None".

RELATED POLICIES:
List any other UConn Health policies that are related to this policy or that address the same or similar subject matter – if none, write "None".

ENFORCEMENT: - All policies must include the following statement:
Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

APPROVAL:

_____   _____
Andrew Agwunobi   Date
UConn Health Chief Executive Officer

_____   _____
Kiki Nissen   Date
Administrative Policy Committee Vice-Chair

_____   _____
Janel Simpson   Date
Administrative Policy Committee Chair

POLICY HISTORY:
Comprehensive history of each version of the policy by effective date (effective date represents when the version was approved by the highest authority required). Do not include dates when minor revisions occurred. Include who or what body of authority approved the policy version.

Example:

New Policy Approved: 02/22/2011
Revisions: 04/13/2012, 5/12/2014, 7/8/2016
Reviewed Without Changes: 6/10/2015

Revised 6/11/2021