Preface to Online Human Resources Policies
February 1, 2016

Human Resources policies establish a framework based on relevant federal and Indiana laws as well as the University’s appreciation for and expectation of its employees. The policies range from employee conduct and benefits to departmental and management practices. The policies set standards that guide how we should conduct ourselves as Staff and Temporary employees and members of the broader Indiana University community. This includes how we perform our jobs, make decisions, interact with one another and manage the HR business operations of the University.

The policies help ensure fairness, consistency, and specificity so that all employees are supported in their important roles of helping the University fulfill its mission. These policies do not change the authority or intent of policies approved by the Board of Trustees of Indiana University -- a complete set of which is available for review at the office of the Board of Trustees. When an employee’s permanent place of work is outside the state of Indiana, that state’s laws may need to be considered when applying these policies.

The language used in the policies should not be construed as creating a contract of employment between Indiana University and any employee. At any time -- for reasons such as a change in the law or the addition of a new or modifications to existing programs -- the university reserves the right to modify, change, suspend, or cancel all or any part of policies, procedures, and programs. When the university develops or modifies new policies, it will notify members of the university community as soon as possible -- this includes meeting with the leadership of union groups, upon request, to review and discuss.

Campuses or departments may have additional guidelines and operational procedures designed to assist in the day-to-day management of the campus or a department. In case of conflict between such operating procedures and the University policies, the University’s policies shall govern. Such conflicts shall be subject to all stages of the grievance procedure. When a campus or department issues a new or a change to existing procedures, the relevant employee groups will be notified; when such changes affect employees represented by AFSCME Service, AFSCME Police, or CWA, the campus or department will meet with the local union leadership, prior to implementation, to explain the procedures and to attempt to resolve any questions or concerns.

All employees are responsible for being familiar with and adhering to University Human Resource Policies which help protect the well-being of the broader university community and help make this a great place to work. In addition, all employees are expected to be familiar with the Principles of Ethical Conduct, a high level statement of values and expectations for all members of the Indiana University community. For more information about rights and responsibilities of employees and applicable regulations, e.g., Title IX and Equal Opportunity, please visit the Rights & Responsibilities webpage.