# **Title:** Policy Title

## Policy Statement

Keep this section as brief and understandable as possible. Policy statements should be clear and concise and should, as simply as possible, state UVM’s intent as an institution (not individual department) regarding the subject of the policy. It should state compliance expectations. Try to avoid words like “should” or “may”. Instead, use words like “shall” and “will”.

## Reason for the Policy

This section answers the question, “Why do we have this policy?” It should include comments on the risk to UVM that underlies this policy.

## Applicability of the Policy

This section answers these three questions: (1) “Who needs to comply with this policy?”, (2) “Who is affected by this policy?”; and (3) “Who has operational responsibilities under this policy?” Examples include:

* This policy applies to all employees of the University of Vermont.
* This policy applies to all [staff, faculty, students] of the University of Vermont.
* This Policy and accompanying Procedures apply to all members of the University community, including, without limitation, individuals who are faculty, staff, students, contractors, consultants, temporary employees, and affiliates of the University.

## Definitions

*Definition:* Use this section to list any technical or significant terms used in the policy and define these words within the context of the policy’s intent. List out terms alphabetically.

## Procedures

Policies may also have corresponding University Operating Procedures which are different than the procedure section of a Policy. This section within a policy includes procedures that set forth specific steps or means by which the policy is carried out. Procedures contained *within* a policy exist to ensure consistent and efficient application of the Policy.

## Contacts

|  |  |
| --- | --- |
| **Questions concerning the daily operational interpretation of this policy should be directed to the following (in accordance with the policy elaboration and procedures):** | |
| **Title(s)/Department(s):** | **Contact Information:** |
| List out as many as needed. |  |
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## Forms/Flowcharts/Diagrams

* All forms, flowcharts or diagrams related to the policy are listed here. If the forms are web based, this section will link to the form. If the forms are not web based, provide information on how/where one can obtain copies.

## Related Documents/Policies

* Any related documents or policies that the University community should be aware of in the context of this policy should be listed in this section. If you are cross-referencing other policies or UOPs, list those here. If a web based version exists, it should be linked here. If the related documents/policies are not web based, provide information on how/where one can obtain copies.

## Regulatory References/Citations

* List out the laws, acts, statutes, regulations for which this policy was developed. List out citation numbers and provide links whenever possible.

## Training/Education

*If training is required under this policy:*

Training/education related to this policy is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Training Topic:** | What is the topic for which training is required? (i.e., Driver’s Safety Training, Health and Safety Risk Management Workshop) | | |
| **Training Audience:** | Specific positions, classes of employees, etc. i.e., “All UVM Faculty and Staff” or All UVM Faculty, Staff or Students Operating a University Vehicle | **Delivered By:** | Department providing training (i.e., Professional Development & Training, Risk Management & Safety, Office of Compliance Services) |
| **Method of Delivery:** | In-Person, On-Line, Hybrid. If on-line, provide link to training. | **Frequency:** | How often? (i.e., Within 30 days of hire and annually thereafter.) |

*If training/education is not required:*

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

## Testing/Licensure/Certification

*If testing, licensure or certification is required under this policy:*

Testing/Licensure/Certification related to this policy is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Audience:** | Specific positions, classes of employees, etc. i.e., “All UVM Faculty and Staff” or All UVM Faculty, Staff or Students Operating a University Vehicle | **Type of Testing, License or Certification Required:** | Competency Test, Special Class Driver’s License, CPR Certification |
| **Delivered/ Administered by:** | State of Vermont, OSHA, Red Cross | **Frequency:** | How often? (i.e., Within 30 days of hire and annually thereafter.) |

*If testing, license or certification is not required:*

This section is removed from the policy.

## About this Policy

|  |  |  |  |
| --- | --- | --- | --- |
| **Responsible Official:** | Generally a Vice President | **Approval Authority:** | Generally the President or the Chair of the Board of Trustees |
| **Policy Number:** |  | **Effective Date:** | The date the policy is effective. |
| **Revision History:** | Dates that the policy was substantially revised. Do not list minor or housekeeping revision dates. | | |

## Effective Date

Accepted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Name of Responsible Official Date

Title of Responsible Official

Approved:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Suresh V. Garimella Date

President

*University of Vermont Policies and Operating Procedures are subject to amendment. For the official, approved, and most recent version, please visit UVM’s* [*Institutional Policies Website*](http://www.uvm.edu/policies/)*.*