University of San Francisco

# Policy Name

|  |  |  |
| --- | --- | --- |
| POLICY CONTENTS | | |
|
| [Policy Statement](#POLICY_STATEMENT) | **Effective Date**: \_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_ |
| [Reason for Policy](#REASON_FOR_POLICY) | **Last Updated:** \_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_ | |
| [Who Should Read this Policy](#WHO_SHOULD_READ_THIS_POLICY) |  | |
| [Policy Text](#POLICY_TEXT_) | **Responsible University Officer**: | |
| [Procedures](#PROCEDURES) |  | |
| [Related Information](#RELATED_INFORMATION) |  | |
| [Definitions](#RELATED_INFORMATION) |  | |
| [Additional Contacts](#ADDITIONAL_CONTACTS) | **Policy Owner**: | |
| [Forms](#FORMS) |  | |
| [Responsibilities](#RESPONSIBILITIES) |  | |
| [FAQ](#FREQUENTLY_ASKED_QUESTIONS) | **Policy Contacts**: | |
| [Revision History](#REVISION_HISTORY) |  | |
| [Appendices](#APPENDICES) |  | |

## POLICY STATEMENT

## REASON FOR POLICY

## WHO SHOULD READ THIS POLICY

Any employee who is responsible for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; the members of the Leadership Team, as well as supervisors and Business Managers who supervise such individuals.

## POLICY TEXT

## PROCEDURES

* [Authorization](https://web.usfca.edu/Business_and_Finance/Student_Employee_Procedures/)
* Method of Payment
* [Violations](https://web.usfca.edu/Business_and_Finance/Student_Employee_Procedures/#VIOLATIONS), etc.

## RELATED INFORMATION

|  |  |
| --- | --- |
| **Type** | **Title** |
| USF |  |
| External |  |

## DEFINITIONS

|  |  |
| --- | --- |
| **Term** | **Definition** |
|  |  |
|  |  |

## ADDITIONAL CONTACTS

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Contact** | **Phone** | **Email** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## FORMS

|  |  |  |
| --- | --- | --- |
| **Form** | **Use** | **Location** |
|  |  |  |
|  |  |  |

## RESPONSIBILITIES

**Employees, Students, etc.**

**Department/Business Manager**

**Administrative Office (Accounting and Business Services, Human Resources, etc.)**

**President, Vice Presidents, Vice Provosts, and Deans**

## FREQUENTLY ASKED QUESTIONS

## REVISION HISTORY

\_\_/\_\_/20\_\_  - First publication of Policy.

## APPENDICES

Appendix A

Appendix B