University of Florida Foundation, Inc.
Policy Development and Management

Policy #:	3.01
Effective Date:	September 28, 2007
Responsible Department:	Legal

1. PURPOSE

This policy provides guidelines for the development, issuance, review, and publication of UFF policies, procedures, and directives.

2. DEFINITIONS

Policy: A governing principle that mandates or constrains action, stating an institutional position to provide direction and assistance in the conduct of UFF affairs. The term "policy" includes those policies adopted by the UFF Board of Directors and Operational Policies (as defined below).

Operational Policy: A governing principle established by the Executive Vice President that mandates or constrains action, stating an institutional position to provide direction and assistance in the conduct of UFF affairs. Operational policies are implemented by the Executive Vice President as the UFF chief executive officer, and are related to the day-to-day management of the affairs of UFF.

Administrative Directive: An official statement established by the Executive Vice President/CEO or Associate Vice President/COO that applies a policy to specific situations, mandating or prohibiting action or providing guidance to UFF and UF employees working as part of ODAA.

Procedure: A statement that prescribes specific methods or actions to comply with established policies and directives, allowing for orderly implementation.

Policy Committee: The staff group responsible for development, management, and oversight of policies, directives, and procedures. The committee consists of the Associate Vice President, Director of Document Management, Director of Human Resources, Director of Legal Services, Controller, and Chief Technology Officer.

3. APPLICABILITY

Unless specifically stated otherwise, UFF policies, directives, and procedures, apply to all UFF and ODAA employees, except to the extent conflicting or overriding UF policies, procedures, and directives apply to ODAA employees.

4. POLICY

The UFF Policy Manual is the official repository of UFF policies, directives, and procedures, and is available electronically on the UFF Business Center. Policies, directives, and procedures are placed into all appropriate categories:

1. Organizational Values and Structure
2. Fundraising and Gift Acceptance
3. Administration and Operations
4. Employment and Human Resources
5. Accounting and Finance

The Policy Committee members are responsible for identifying areas within the organization that need new or revised policies, recommending appropriate policies, and reviewing proposed policies.

The head of each business unit is responsible for ensuring adherence to established policies and for identifying needs for new or revised policies.

The Executive Vice President has the authority to waive or temporarily alter any policy in case of an emergency or temporary situation, except Board-adopted policies, which require appropriate action by the Board of Directors.

5. CLARIFICATION

Requests for clarification of this policy should be sent to the Director of Legal Services (sgoffman@uff.ufl.edu).

Approved Date: September 28, 2007

Leslie D. Bram

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Leslie D. Bram, Associate Vice President

Revision history: Original version