

# Stanford University

## Administrative Guide

What's New - December 15, 2011

### POLICY

#### [16.1](#) [NEW – Privacy Policy](#)

The University is committed to protecting the privacy of Prohibited, Restricted and Confidential Information within its control consistent with applicable laws, regulations and University policies. This policy applies to all members of the Stanford community and visitors to the University, including but not limited to students, postdoctoral scholars, faculty, lecturers/instructors, staff, third-party vendors, and others with access to Stanford's campus.

#### [16.2](#) [Privacy and Security of Health Information \(HIPAA\)](#)

[This is the former Administrative Guide Memo 23.10. It has been renumbered in order to have both policies dealing with privacy topics together.]

#### [22.4](#) [Compensation of Staff Employees](#)

##### **Section 3.d and 3.3 – Day of Rest and Rest Periods**

These sections now clearly apply to non-exempt employees.

##### **Section 5.a(1) – Overtime Compensation**

Clarifies requirement that an employee receive formal approval from his/her home department if requested to perform additional work for another department.

##### **Section 7.b(1) – Beeper Pay**

Added: An employee who fails to respond to a beeper page forfeits reimbursement of beeper pay.

#### [22.6](#) [Sick Time](#)

##### **NEW After section 2.g – Use of Sick Time**

Added: Employees on terminal vacation cannot use sick leave. This policy now matches policy stated in Administration Guide Memo 22.5 (Vacation) regarding use of sick leave while on terminal vacation.

#### [22.14](#) [Trial Period](#)

##### **Section 1 – Definition and Purpose**

Deletes information on a trial period for former employees and who can make exceptions to this requirement.

##### **Section 2.b – Additional Trial Period**

Clarifies that all rehired employees must serve a new trial period. This now mirrors same policy statement in AGM 22.1, section 2.d (Recruiting & Hiring of Regular Staff).

## [22.16](#) [Layoffs](#)

### **NEW Section 3.j – Medical Plan Coverage**

Adds availability of medical coverage under COBRA at the University's expense when the employee enrolls. Discusses dental and vision coverage under COBRA.

### **NEW Section 3.k – Terminal Vacation**

Adds information on how severance works when an employee elects to take terminal vacation.

## [53](#) [Financing of Purchases](#)

### **Section 1.d – Definition of Private Use**

Expanded definition and now includes examples.

### **NEW Section 4.d – Internal Loan Terms / Prepayment Penalty**

**Housekeeping** – Various other edits expand the definitions and clarify the meaning of some terms.

## [84](#) [Credit Card Acceptance and Processing](#)

### **NEW Name – Card and Payment Account Acceptance and Processing**

### **Section 3.d – Information Security**

Updated information and changed category of information from Restricted Use to Prohibited Use

### **NEW Section 5 – Third Party Vendors and Service Providers Operating on Stanford's Campus**

## **HOUSEKEEPING**

Changes do not affect policy, but may include corrected titles, URLs, addresses, phone numbers or minor text changes for clarity.

### [12.9](#) [Organizational Chart – Human Resources](#)

### [22.1](#) [Recruiting and Hiring of Regular Staff](#)

### [23.4](#) [Smoke-Free Environment](#)

### [23.5](#) [Requesting Workplace Accommodations for Employees with Disabilities](#)

### 23.10 Privacy and Security of Health Information (HIPAA) <sup>1</sup>

### [28.4](#) [Stanford identification Cards](#)

### [62](#) [Computer and Network Usage Policy](#) <sup>2</sup>

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<sup>1</sup> Name change to Administrative Guide Memo 16.2

<sup>2</sup> Extensive editing for clarity, but no changes to policy