

WHOM DO I CALL IF?

	TOPIC	POINT OF CONTACT	CONTACT INFORMATION	RELEVANT UNIVERSITY POLICY OR PROCEDURE (where applicable)
1	Affirmative Action <ul style="list-style-type: none"> Title IX questions Affirmative Action compliance questions 	Office of Equity and Inclusion	(859) 622-8221 john.dixon@eku.edu Director, Office of Equity and Inclusion Jones 416D	Policy 1.4.1P Interim Non-Discrimination and Harassment Policy and/or the Interim Regulation 1.4.1R Interim Non-Discrimination and Harassment (formerly the Equal Opportunity/Affirmative Action (NonDiscrimination Policy and the Sexual Harassment Policy) Describes the university's commitment to providing equal opportunities to all.
2	Animal Use Research/Animal Care <ul style="list-style-type: none"> Veterinary Care Animal Care Oversight of use of animals in research Institutional Animal Care and Use (IACUC) Committee 	Institutional Care and Use Committee	(859) 622-3636 gus.benson@eku.edu Director, Sponsored Programs Jones 414	Humane Care and Use of Animals in Research and Teaching Activities 4.4.13P Provides information regarding the laws, regulations, and policies pertaining to appropriate animal care and use in research and teaching; the mechanism to obtain approval for animal use from the IACUC; the policies, procedures, and services to the Department of Animal Resources related to the care of animals.
3	Benefits at EKU <ul style="list-style-type: none"> COBRA Employee benefit programs Health benefits Retirement programs Financial security Educational benefits 	Office of Human Resources	(859) 622-5094 www.hr.eku.edu/contact-us Jones 203 (859) 622-8873 sarah.pitt@eku.edu Chief Human Resources Officer, Human Resources Jones 106	Benefits Webpage

4	Campus Crime Reporting <ul style="list-style-type: none"> • Reporting of suspicious, unusual, or criminal activity • Obtaining a copy of a report • Crime prevention tips/resources 	EKU Police Department	(859) 622-1111 Mattox Hall, Suite A	Campus Security Authority Incident Form EKU Annual Security and Fire Safety Report Crime Prevention Tips
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5	Campus Violence <ul style="list-style-type: none"> • Emergency Response • Violence in the Workplace • Emergency Notification System 	EKU Police Department	(859) 622-1111 Mattox Hall, Suite A	
6	Chemical/Lab Safety <ul style="list-style-type: none"> • Lab Safety Resources • Chemical Hygiene Plan • Carcinogens • Precursor Chemicals • Environmental Affairs • Hazardous Waste Management/Disposal • Transporting Chemicals on Campus • Compressed Gas Safety • Mercury Hazard and Replacement 	Environmental Health & Safety	(859) 622-6339 Sheila.pressley@eku.edu MPH Director, EH&S, Dizney 132	Laboratory Safety 4.4.14P
7	Conflicts of Interest <ul style="list-style-type: none"> • Vendor Relationships • Conflict of Commitment • Personal Use of University Assets 	Office of Internal Audit	(859) 622-1283 beth.ballard@eku.edu Director, Internal Audit Million House	Code of Ethics 1.2.1P Fiscal Misconduct 6.1.3P

8	Conflicts of Interest in Research – Individual <ul style="list-style-type: none"> • Outside consulting activity related to a research project • Ownership interests and management roles in outside entities that might economically benefit from a research project • Use of students to perform services for outside entities in which the researcher maintains a financial interest 	Office of Graduate Education & Research	(859) 622-1744 jerry.pogatshnik@eku.edu Dean, Graduate Studies Whitlock 310	Conflict of Interest and Financial Disclosure 4.4.1P Identifies research conflict scenarios related to financial interests held by researchers; Describes disclosure and conflict evaluation process; Explains how identified conflicts are managed.
9	Conflicts of Interest in Research – Institutional <ul style="list-style-type: none"> □ Research involving university held intellectual property (e.g. patents) 	Office of Graduate Education & Research	(859) 622-1744 jerry.pogatshnik@eku.edu Dean, Graduate Studies Whitlock 310	Conflict of Interest and Financial Disclosure 4.4.1P Identifies research conflict scenarios related to financial interests held by ECU; Describes disclosure and conflict evaluation process; Explains how identified conflicts are managed

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10	Contract Signature Authority	Office of University Counsel	(859) 622-6693 University.counsel@eku.edu Coates 205	Contracts 101 Manual
11	Copyright <ul style="list-style-type: none"> • Assistance in using copyrighted material • Assistance in obtaining copyright clearance 	EKU Libraries	(859) 622-2068 linda.sizemore@eku.edu Assistant University Librarian Library 306C	

12	Cost Transfers <ul style="list-style-type: none"> • SPA Journal Voucher process • Definitions of allowable Expense Transfers • Procedures for processing an Expense Transfer □ Requirements to process payroll and non-payroll Expense Transfers • Guidance on what to do when account/award is set up late and costs on a non-sponsored account have already been incurred 	Office of Financial Affairs - Division of Sponsored Programs / Accounting & Financial Services	(859) 622-3636 gus.benson@eku.edu Director, Sponsored Programs Jones 414	Cost Transfers on Externally Sponsored Programs
13	Courseware Ownership <ul style="list-style-type: none"> • Courseware defined • Rights of university and faculty with respect to courseware □ Income distribution arising out of licensing or sale of courseware 	Office of Education - Graduate Research Office of the Provost	(859)-622-1744 jerry.pogatshnik@eku.edu Dean, Graduate Studies Whitlock 310 (859) 622-3884 provost@eku.edu Coates 108	Intellectual Property The Use of Self-Authored Textbooks and Educational Materials
14	Courseware Preparation and Ordering <ul style="list-style-type: none"> • ECU Bookstores <ul style="list-style-type: none"> - Faculty textbook ordering –forms and procedures - Deadlines for ordering textbooks • University Custom Publishing <ul style="list-style-type: none"> - Ordering of custom course readers - Copyright clearance - Out of print books - Business case studies - In-class handouts 	EKU Barnes & Noble	(859) 622-2696 ekubooks@eku.edu Keen Johnson	
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<p>15</p>	<p>Disability Services (Faculty/Staff/Students)</p> <ul style="list-style-type: none"> • Disability Services and Programs (DS&P) <ul style="list-style-type: none"> - Assistance in providing readers scribes, notetakers and interpreters - Special accommodations for test-taking needs - Auxiliary aid and equipment loans - Assistance with architectural barriers - Information on accessible seating at EKU sporting events - Assistive technology - Support for individual needs - Information on various disabilities • Human Resources Office <ul style="list-style-type: none"> - Basic, short-term, long-term disability Plans - Disability benefits - How to File a Disability Claim - Forms - Family Medical Leave 	<p>Office of Services for Individuals with Disabilities</p>	<p>(859) 622-2933 disserv@eku.edu Lori.davis@eku.edu Director, Center for Student Accessibility Whitlock 361</p>	<p>Establishing Reasonable Accommodations Under the Americans with Disabilities Act (“ADA”)/Section 504 of The Rehabilitation Act Compliance Regulation and Appeal Procedures</p> <p>Policy 1.4.1P Interim Non-Discrimination and Harassment Policy and/or the Interim Regulation 1.4.1R Interim Non-Discrimination and Harassment</p> <p>Sets forth university’s policy against discrimination, including against those who have a disability.</p>
<p>16</p>	<p>Diversity</p> <ul style="list-style-type: none"> □ Diversity initiatives 	<p>University Diversity Office</p>	<p>(859) 622-6587 timothy.forde@eku.edu Chief Diversity Officer, Univ. Diversity Office Jones 407</p>	
<p>17</p>	<p>Donor Gift Restrictions</p> <ul style="list-style-type: none"> • Naming rights • Restriction of use of funds • Condition on use of funds • Quid pro quo (providing of anything in value in return) • In kind contributions • Donation of Equipment 	<p>Office of University Development</p>	<p>(859) 622-1583 giving@eku.edu nick.perlick@eku.edu VP, Development & Alumni Relations Jones 324</p>	

18	Drug-Free Workplace <ul style="list-style-type: none"> • Health Risk Associated With Use of Drugs and Alcohol • Resources for Faculty and Staff • Overview of Sanctions for Violations of University Policy 	Office of Human Resources	(859) 622-5094 www.hr.eku.edu/contact-us Jones 203 (859) 622-8873 sarah.pitt@eku.edu Chief Human Resources Officer, Human Resources Jones 106	Drug Free Workplace Provides overview of ECU Policy regarding drug and alcohol use, along with resources for faculty, students, and staff. EKU Faculty Handbook EKU Staff Handbook
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19	Effort Reporting <ul style="list-style-type: none"> □ Appropriate charging of effort on sponsored projects 	Office of Financial Affairs - Division of Sponsored Programs / Accounting & Financial Services	(859) 622-3636 gus.benson@eku.edu Director, Sponsored Programs Jones 414	Effort Reporting on Externally Sponsored Projects Provides policy and guidance on rules and procedures regarding effort reporting
20	Emergency Preparedness <ul style="list-style-type: none"> • Coordination, preparation, and training resources • Campus emergency operations plan • Building evacuation drills • Preparation of internal emergency plan 	Emergency Management	(859) 622-8987 gary.folkemer@eku.edu Director, Public Safety Adams House	Emergency Action Plan
21	Employee Orientation <ul style="list-style-type: none"> • General Orientation - ECU History, Mission and Strategic Plan - Payroll and ECU Policies - University Services & Resources For Staff - Transportation Options - Mandatory Safety and Emergency Preparedness Information • Benefits Orientation • Health, Dental and Vision Benefits • Life Insurance • Retirement Plans • Tuition Assistance • Benefits Enrollment 	Office of Human Resources	(859) 622-5094 www.hr.eku.edu/contact-us Jones 203 (859) 622-8873 sarah.pitt@eku.edu Chief Human Resources Officer, Human Resources Jones 106	EKU Staff Handbook

22	Employment Discrimination/Harassment <ul style="list-style-type: none"> • Complaints regarding discrimination/harassment based race, color, sex (including sexual harassment), age, sexual orientation, religion, disability, veteran status, national origin and genetic information. • Complaint filing procedures • Mediation services to resolve disputes • Conduct of investigations, as appropriate 	Office of Equity and Inclusion	(859) 622-8221 john.dixon@eku.edu Director, Office of Equity and Inclusion Jones 416D	Policy 1.4.1P Interim Non-Discrimination and Harassment Policy and/or the Interim Regulation 1.4.1R Interim Non-Discrimination and Harassment Sets forth university procedures for addressing complaints of discrimination and harassment.
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23	Export Controls <ul style="list-style-type: none"> • Restrictions on publication of research results • Nationality restrictions on personnel access to the conduct of research • University-related foreign travel • Exports to foreign countries 	Office of Education - Graduate Research Office of the Provost	(859) 622-1744 jerry.pogatshnik@eku.edu Dean, Graduate Studies Whitlock 310 (859) 622-6515 sherry.robinson@eku.edu Exec Assistant to Provost Coates 111	When export controls are part of a Memorandum of Agreement
24	Faculty Workplace Disputes/Grievance <ul style="list-style-type: none"> □ Addresses faculty grievances 	Office of the Provost	(859) 622-3884 provost@eku.edu Coates 108	Faculty Grievances Policy Explains the issues that may be subject to the grievance process; sets forth the procedures for addressing faculty grievances.

25	FERPA/Education Records <ul style="list-style-type: none"> • Access to student education records • Rights to inspect, review, and/or correct his/her records • Types, locations and custodians of education records • Restricting release of student records 	Office of the Registrar	(859) 622-2320 registrar@eku.edu Whitlock 239	Confidentiality and Security of Student Records Defines protected education records; describes procedures to inspect and correct records; explains circumstances under which education records may be disclosed. Family Educational Rights and Privacy Act of 1974 (FERPA)
26	Financial Aid <ul style="list-style-type: none"> • Applying for and receiving financial aid • Grants & Scholarships • Loans 	Financial Aid Office	(859) 622-2361 finaid@eku.edu Whitlock 251 (859) 622-2361 bryan.erslan@eku.edu Director, Student Financial Assistance Whitlock 251	
27	Fire Safety <ul style="list-style-type: none"> • Building Evacuation Drills • Fire Safety and Fire Extinguisher Training • Madison County Emergency Operations Center 	Environmental Health & Safety	(859) 622-6339 sheila.pressley@eku.edu Director, EH&S Dizney 132	

28	Government Relations <ul style="list-style-type: none"> • Advocacy to federal and state government related to the university's core academic, research, public affairs, and business interests • Assisting policymakers by providing access to research and expert faculty for testimony and briefing • Liaison between university and federal and state government officials 	Government Relations	(859) 622-6220 david.mcfaddin@eku.edu Vice President, Gov't Rel Coates 101	
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29	HIPAA Privacy and Security <ul style="list-style-type: none"> • Definitions of Protected Health Information (PHI) • Appropriate Use and Disclosure of PHI • Patient Access to PHI • Protecting the Security of PHI • Use of PHI for Research Purposes • Forms and Resources 	Office of Equity and Inclusion	(859) 622-8221 john.dixon@eku.edu Director, Office of Equity and Inclusion Jones 416D	HIPAA Notice of Privacy Practices
30	Human Subjects Research/Institutional Review Board (IRB) <ul style="list-style-type: none"> • IRB Application System • Questions regarding protocols under review • Initial and continuing review of protocols • Expedited/exempt review • Informed consent • Minimizing risk in human subjects research • Maintaining privacy and confidentiality • Forms and Templates • IRB Reviewer Guidelines • Human Subjects Research brochures 	Division of Sponsored Programs	(859) 622-3636 gus.benson@eku.edu Director, Sponsored Programs Jones 414	Human Subjects in Research 4.4.12P
31	Immigration/Visa Issues (Faculty/staff, student) <ul style="list-style-type: none"> • Faculty/staff/student Visa Services • I-20 questions • F-1/J-1 Student Employment • J-1 Student Exchange visitor program 	Center for International Education	(859) 622-1478 wenceslaus.poryem@eku.edu Director, Office of International Student & Scholar Whitlock 455	
32	Indirect Costs/Facilities & Administrative (F&A) <ul style="list-style-type: none"> • Indirect cost rate proposal • Fringe benefit proposal • Guidance on indirect vs. direct costs on specific research projects 	Office of Financial Affairs - Division of Sponsored Programs / Accounting & Financial Services	(859) 622-3636 gus.benson@eku.edu Director, Sponsored Programs Jones 414	Facilities and Administration (F&A) Cost recovery and Distribution 4.4.10P

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33	Information Security <ul style="list-style-type: none"> Guidance on physical and technical security Roles and responsibilities Evaluation of information systems for security purposes Reporting of information security breaches 	Information Technology	(859) 622-1968 dustin.tennill@eku.edu Dir, Infrastructure & Ent. Sys Perkins 322	Code of Ethics for Computing and Communications 11.2.2P
34	Insurance <ul style="list-style-type: none"> Certificate of insurance Risk control and risk financing Occupational and non-occupational disability programs University-owned vehicle damage claims 	Environmental Health & Safety, Risk Management & Insurance	(859) 622-2421 bryan.makinen@eku.edu Director, Public Safety Mattox Hall, Suite A3	
35	Intellectual Property <ul style="list-style-type: none"> Protecting ideas Invention disclosures MTA's License Agreements Marketing of inventions to potential investors and licensees 	Office of Graduate Education & Research	(859) 622-1744 jerry.pogatshnik@eku.edu Dean, Graduate Studies Whitlock 310	Intellectual Property Policy Describes various types of intellectual property protection; explains ownership of intellectual property; sets forth invention disclosure process; explains royalty-sharing between university and inventor.
36	Internal Controls	Office of Internal Audit	(859) 622-1283 beth.ballard@eku.edu Director, Internal Audit Million House	Fiscal Misconduct 6.1.3P
37	Misappropriation of Assets <ul style="list-style-type: none"> Theft of university property Embezzlement of university assets Fraud Reporting of suspected misappropriation 	Office of Internal Audit	(859) 622-1283 beth.ballard@eku.edu Director, Internal Audit Million House	Fiscal Misconduct 6.1.3P

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38	NCAA Compliance <ul style="list-style-type: none"> • Rules education • Coaches Certification Exam • Rules for athletes and parents • NCAA Rules & Bylaws • NCAA Health and Safety • NCAA Drug Testing Program • Sports Wagering • Conduct and Employment of Athletics Personnel • Amateurism • Recruiting • Tryout Forms • Academic Eligibility • Playing and Practice Seasons 	Athletics Compliance	(859) 622-8541 lindsey.mckaskle@eku.edu Assistant Athletic Director, Comp & Stu Success Coliseum 128	
39	Occupational Safety & Health Administration (OSHA)/Worker Safety <ul style="list-style-type: none"> • Report a safety concern or obtain general workplace safety information • Ergonomic evaluation request 	Environmental Health & Safety	(859) 622-6339 sheila.pressley@eku.edu Director, EH&S Dizney 132	
40	Payroll <ul style="list-style-type: none"> • Payroll and Tax Forms • Direct deposit • Year-end tax forms • Schedules • Payroll disbursement 	Office of Human Resources Office of Financial Affairs	(859) 622-5094 http://www.hr.eku.edu/ Jones 203 (859) 622-8873 sarah.pitt@eku.edu Chief Human Resources Officer, Human Resources Jones 106	

			(859) 622-5012 Trisha.henson@eku.edu Admin Assistant, Office of Finance and Administration Coates 113	
41	Peer-to-Peer File Sharing <ul style="list-style-type: none"> • Uploading, downloading, or sharing of copyrighted material • Prohibited activities • Copyright infringement notifications • Appropriate downloading 	Information Technology Student Rights & Responsibilities	(859) 622-1968 Jeff.whitaker@eku.edu Deputy Chief Info Officer, IT Perkins 345 (859) 622-1693 bob.brown@eku.edu Director, Student Conduct and Community Standards Turley House 103	Code of Ethics in Computing and Communication Student Conduct

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42	Personnel Records <ul style="list-style-type: none"> Inspecting personnel records by authorized university officials Employee inspection of personnel file Employee copy of his or her own payroll records Releases of employee information outside the university 	Office of University Counsel	(859) 622-6693 University.counsel@eku.edu Coates 205	
43	Political Activity/Lobbying <ul style="list-style-type: none"> Involvement in campaigns for public office Statements by the university or its employees in connection with a campaign for public office Statements regarding pending or current legislation, ballot measure, proposition, law or ruling 	Office of Human Resources Office of Academic Affairs	(859) 622-5094 www.hr.eku.edu/contact-us Jones 203 (859) 622-8873 sarah.pitt@eku.edu Chief Human Resources Officer, Human Resources Jones 106 (859) 622-8812 sheila.adams@eku.edu Admin Assistant to the Provost, Provost Office Coates 108 (859) 622- 3884 Candace.tate@eku.edu Admin Assistant to the Provost, Provost Office Coates 108 (859) 622-3884 provost@eku.edu Coates 108	Political Activity of the Staff Political Activity of the Faculty

44	Purchasing (Vendor Eligibility) <ul style="list-style-type: none"> Establishing new suppliers/vendors Minimum supplier requirements Selecting responsive and qualified suppliers Reviewing and signing vendor contracts Monitoring supplier-contract performance 	Division of Purchases & Stores	(859) 622-4484 andrea.cashell@eku.edu Director, Purchasing & Stores Commonwealth 1412	
45	Record Management <ul style="list-style-type: none"> Retention of records Destruction of records Guidance on types of records that must be retained and for how long 	Special Collections and Archives	(859) 622-1174 acrhives.library@eku.edu Crabbe Library 126	
46	Scientific Misconduct <ul style="list-style-type: none"> Types of conduct covered Making a scientific misconduct allegation Inquiry/Investigation process Reporting requirements 	Office of Academic Affairs	(859) 622-8812 sheila.adams@eku.edu Admin Assistant to the Provost, Provost Office Coates 108 (859) 622-3884 candace.tate@eku.edu Admin Assistant to the Provost, Provost Office Coates 108	Misconduct in Science Policy Defines misconduct and to whom policy applies; describes the allegation, Inquiry, and Investigation process; sets forth reporting obligations (where applicable).
47	Signage <ul style="list-style-type: none"> Posting signs/banners Content of signs/banners Posting locations 	Office of Student Life	(859) 622-3855 studentlife@eku.edu 128 Powell Student Center	Bulletin Boards and Posting Places Policy University requirements for posting signs and banners, including size, duration, and content.

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48	Small/Female/Minority-Owned Business <ul style="list-style-type: none"> • Policies, Procedures, and Forms • Promoting accessibility to and awareness of Diverse Suppliers • Diverse Supplier database 	Division of Purchases & Stores	(859) 622-4484 andrea.cashell@eku.edu Director, Purchasing and Stores Commonwealth 14 th Floor 1412	
49	Tobacco-Free Workplace <ul style="list-style-type: none"> • Questions regarding prohibitions on smoking • Outdoor areas where smoking is permitted 	Office of Human Resources Division of Student Affairs	Human Resources: (859) 622-5094 human.resources@eku.edu Jones 203 (859) 622-8873 sarah.pitt@eku.edu Chief Human Resources Officer Jones 106 Student Affairs: (859) 622-2642 studentaffairs.eku.edu	Tobacco Free Campus Prohibitions on smoking on or in university property.
50	Staff Wage and Hours <ul style="list-style-type: none"> • Alternative work schedule • Attendance records • Compensation • Meal periods • Overtime • Rest periods • Work schedule • Holiday schedule • Standard letters and forms 	Office of Human Resources	(859) 622-5094 Human.resources@eku.edu Jones 203 (859) 622-8873 sarah.pitt@eku.edu Chief Human Resources Officer Jones 106	EKU Staff Handbook Addresses issues such as overtime, work schedule, holiday schedule, and compensation.

51	Staff Workplace Employment Disputes / Grievances <ul style="list-style-type: none"> • Supervisor/subordinate disputes • Peer disputes 	Office of Human Resources	(859) 622-5094 Human.resources@eku.edu Jones 203 (859) 622-8873 sarah.pitt@eku.edu Chief Human Resources Officer Jones 106	Staff Grievance Policy
52	Student Conduct <ul style="list-style-type: none"> □ General regulations regarding student conduct 	Office of Student Rights and Responsibilities	(859) 622-1693 bob.brown@eku.edu Director, Student Conduct & Community Standards Turley House 103	Student Code of Conduct General disciplinary principles; student conduct expectations; nonacademic violations review process; academic integrity review process; appeals process; student conduct records.
53	Subpoenas <ul style="list-style-type: none"> • What to do after receiving a subpoena • Guidance and direction on appropriately responding to a subpoena related to university responsibilities 	Office of University Counsel	(859) 622-6693 University.counsel@eku.edu Coates 205	
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54	Sustainability <ul style="list-style-type: none"> • Green computing • Waste and recycling resources • ECU Rides • CRAFT Building • Recyclemania • Campus Shuttles • The Green Crew 	Responsible Environmental Stewardship	(859) 622-8798 patrick.mckee@eku.edu Sustainability Manager, Office of Sustainability (859) 622-1497 paul.gannoe@eku.edu Assoc VP, Capital Construction & Project Admin Gentry Bldg	Green Purchasing Policy EKU Sustainability Strategic Plan

55	Tax issues / IRS <ul style="list-style-type: none"> • UBIT (Unrelated Business Income Tax) • General Ledger Information 	Office of Financial Affairs	(859) 622-5012 Trisha.henson@eku.edu Admin Assistant, Office of Finance and Administration Coates 113	
56	Workers' Compensation <ul style="list-style-type: none"> • Filing a Claim • Medical Care for work-related injuries • Benefits 	University Claims Office	(859) 622-5523 ann.cotton@eku.edu University Claims Specialist Mattox Hall, Suite A2	Workers' Compensation Policy and Procedure
57	Workplace Health and Wellness <ul style="list-style-type: none"> • Work/life support at EKU • Faculty/staff counseling and consultation • Faculty, management, and departmental consultation • Family and dependent care • Workplace health and wellness (stress reduction, depression and anxiety, alcohol and drug abuse, health and fitness) • Presentations, groups, and workshops 	Healthy You! at EKU	(859) 622-7218 healthyyou@eku.edu (859) 622-8874	