



## Policy and Procedure Manual —July 2017 Changes

*This document outlines the changes made to OHR's Policy and Procedures Manual in the past 30 days. Please contact OHR at (864) 656-2000 or online at [Ask-HR](#) if you have questions or concerns. Changes can also be viewed in the [Change Log](#).*

### New Policies

No new policies were issued in July 2017.

### Updated Policies

Employment Verification Policy – An updated [Employment Verification Policy](#) was posted on July 18, 2017.

- The policy was updated and reformatted to the new policy format.
- Some language was altered to clarify meaning.
- Information outlining Clemson's policy for verifying job offers to new and continuing international students on F-1 and J-1 visas was added to this policy.
- Links to the Office of General Counsel's FOIA webpage and policy were added.

Leave—Grant Personal Leave Policy – This policy was updated on July 21, 2017, to include payout of unused grant personal leave to eligible employees in TGP positions upon separation from employment with the University.

### Updated Procedures

The Applying for a Social Security Number Procedure was updated and reformatted on July 18, 2017. Existing links were updated and links to the Employment Verification Policy and the Clemson University International Employees at Work website were added.