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 Policy and Procedure Manual’s Change Log.

New Policies

Separation from Employment

On June 29, 2017, OHR issued a Separation from Employment Policy. The policy outlines the accepted means by which the employment relationship between an individual and Clemson University can be ended. The following two guidelines support the policy:

- Guidelines for Separating from Employment
- Clemson University Retirement Guidelines

Additional documentation in support of this policy includes:

- University Center/Institute Closing Guidance
- Supplemental Retirement Procedures

Upon issuance of the Separation from Employment Policy, the following policies became redundant or outdated and have been discontinued:

- Retirement Policy
- Terminations and Resignations Policy
- Terminal or Severance Pay Policy

Updated Policies

Annual Leave Policy – The Annual Leave Policy was updated on June 28, 2017, to articulate Clemson’s change in policy to extend annual leave payout (at time of separation) to employees in temporary time-limited positions who accrue annual leave.

Dual Employment Policy – An updated Dual Employment Policy was posted on June 12, 2017. OHR reformatted and clarified the policy, but there were no changes in intent.

Nonexempt Employee Timekeeping Policy—The Nonexempt Employee Timekeeping Policy was updated on June 20, 2017, to include the following recent changes to timekeeping policy and procedures:

- Allows for the use of mobile timekeeping devices campus wide, at the discretion of each department.
- For clarity, updated the definition of “overtime” to: “All hours worked in excess of 40 hours per workweek, not to include leave time or holiday time.”
Grievance Policy – An updated and reformatted Grievance Policy was posted on June 28, 2017. Some changes were made to better articulate policy and procedure, but there were no changes in intent. The forms for submitting grievances and appeals were updated and attached as appendices to the policy.

Updated Procedures

Applying for a Social Security Number—An updated and reformatted Applying for a Social Security Number Procedure was posted on June 22, 2017. The procedural document is now linked to Clemson’s International Employees at Work webpage.

Dual Employment Procedure—In conjunction with the updated Dual Employment Policy, an updated and reformatted Dual Employment Procedure was posted on June 12, 2017.

Other Changes

Introduction – The Policy and Procedure Manual Introduction has been updated and moved to the top of the manual for easier reference.

OHR Glossary of Terms – OHR has added a Glossary of Terms to our Policy and Procedure Manual. The policies now reference the glossary for definitions, unless inclusion of the definition in the policy is deemed necessary for clarity.