

Policy & Procedure #	Policy/Procedure Title	Corresponding Policy or Procedure(s)	Policy/Procedure Manual Section
1500	<a href="#">Academic Assessment and Placement</a>	2500	Instruction
2500	<a href="#">Academic Assessment, Placement, and Re-testing</a>	1500	Instruction
2503	<a href="#">Academic Clemency</a>	1503	Instruction
1503	<a href="#">Academic Clemency</a>	2503	Instruction
2520	<a href="#">Academic Freedom and Freedom of Expression</a>	1520	Instruction
1520	<a href="#">Academic Freedom</a>	2520	Instruction
2502	<a href="#">Academic Integrity</a>	1501	Instruction
1501	<a href="#">Academic Integrity, Quality, and Rigor</a>	2502	Instruction
2415	<a href="#">Accrual Chart for Vacation, Sick, and Personal Leave Benefits</a>	1410	Human Resources
2466	<a href="#">Adjunct Faculty Compensation</a>	1476	Human Resources
2492	<a href="#">Alternative Work Location</a>	1470	Human Resources
2326	<a href="#">Allowable Costs - Federal Awards/Sponsored Projects</a>	1305	Fiscal Management
2325	<a href="#">Allowance for Doubtful Accounts</a>	1305	Fiscal Management
2220	<a href="#">Animals in College Facilities and in College Vehicles</a>	1200	Facilities, Equip., & Other
2175	<a href="#">Barton Community College GLBA Required Information Security</a>	1110, 1166, 1170, 2111, 2111A, 2150, 2170	College Operations
2111A	<a href="#">Barton Community College Individual Email Address</a>	1110	College Operations
2180	<a href="#">Barton Community College Missing Student Procedure</a>	1175	College Operations
2435	<a href="#">Barton Distinguished Instructor Awards</a>	1420	Human Resources
1400	<a href="#">Benefit Plans</a>	2400, 2401, 2402	Human Resources
2418	<a href="#">Bereavement Leave</a>	1410	Human Resources
2410	<a href="#">Bloodborne Pathogens</a>	1406	Human Resources
1406	<a href="#">Bloodborne Pathogens</a>	2410	Human Resources
2140	<a href="#">Camps/Leagues</a>	1150	College Operations
1175	<a href="#">Campus Safety</a>	2180	College Operations
2320	<a href="#">Capitalization</a>	1305	Fiscal Management
2308	<a href="#">Cash Management for Federal Grant Awards</a>	1305	Fiscal Management
2419	<a href="#">Catastrophic Illness Leave of Absence</a>	1410	Human Resources
2463	<a href="#">Changes in Job Description/Title</a>	1470	Human Resources
2535	<a href="#">Children in the Classroom</a>	1535	Instruction
1535	<a href="#">Children in the Classroom</a>	2535	Instruction
1132	<a href="#">Civil Rights Equity Resolution for all Students, Employees, Guests, and Visitors</a>		College Operations

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2417	<a href="#">Clarification of Medical Related Leaves</a>	1410	Human Resources
1610	<a href="#">Code of Conduct</a>	2610, 2611	Students & Services
1105	<a href="#">College Closing</a>	2100	College Operations
2100	<a href="#">College Closing - Inclement Weather</a>	1105	College Operations
1106	<a href="#">College Communications</a>	2105, 2105A, 2108	College Operations
1150	<a href="#">College Events</a>	2140	College Operations
2200	<a href="#">College Facilities, Equipment, and Other Resources</a>	1200	Facilities, Equip., & Other
1200	<a href="#">College Facilities, Equipment, and Other Resources</a>	2200, 2203, 2220	Facilities, Equip., & Other
2493	<a href="#">College Issued Cell Phone/Internet Card</a>	1475	Human Resources
2106	<a href="#">College Logos and Other Representations</a>	1108	College Operations
1108	<a href="#">College Logos and Other Representations</a>	2106	College Operations
1170	<a href="#">College Record Retention</a>	2170, 2171	College Operations
2105	<a href="#">College Response to Media Requests</a>	1106	College Operations
2525	<a href="#">College to University Articulation Agreements</a>	1502	Instruction
2467	<a href="#">Compensation (Personnel Paid with Federal Funds)</a>	1476	Human Resources
2121	<a href="#">Civil Rights Equity Officer</a>	1125	College Operations
2165	<a href="#">Conflict of Interest</a>	1165	College Operations
1165	<a href="#">Conflict of Interest</a>	2165	College Operations
1107	<a href="#">Contracts and Other Institutional Commitments</a>	2107, 2109	College Operations
2109	<a href="#">Contracts, Agreements, MOU</a>	1107	College Operations
1166	<a href="#">Copyright Law</a>	2150	College Operations
2530	<a href="#">Course Attendance</a>	1600	Instruction
1600	<a href="#">Course Attendance</a>	2604, 2620, 2530	Students & Services
2440	<a href="#">Course Work Grants</a>	1425	Human Resources
2540	<a href="#">Credit Hour Allocation</a>	1502	Instruction
2420	<a href="#">Donated Leave Program</a>	1410	Human Resources
1126	<a href="#">Drug Free Environment</a>		College Operations
1415	<a href="#">Early Retirement</a>	2430	Human Resources
2430	<a href="#">Early Retirement Benefits</a>	1415	Human Resources
1100	<a href="#">Emergency Cessation of Operations</a>		College Operations
1441	<a href="#">Employee Attendance on Committees, Councils, Task Forces, and Teams</a>		Human Resources
2450	<a href="#">Employee Conduct and Discipline</a>	1435	Human Resources
1435	<a href="#">Employee Conduct and Discipline</a>	2450, 2451, 2453	Human Resources

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1410	<a href="#">Employee Leave</a>	2415, 2416, 2417, 2418, 2419, 2420, 2421, 2421A, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429	Human Resources
1440	<a href="#">Employee Paperwork</a>	2455, 2456, 2457	Human Resources
1476	<a href="#">Employee Pay Schedules</a>	2466, 2467	Human Resources
1420	<a href="#">Employee Recognition</a>	2435, 2436, 2437	Human Resources
1430	<a href="#">Employee Record Confidentiality and Protection</a>	2445	Human Resources
2436	<a href="#">Employee Service Recognition Award</a>	1420	Human Resources
2458	<a href="#">Employee Training</a>	1442	Human Resources
1442	<a href="#">Employee Training</a>	2458, 2459	Human Resources
1425	<a href="#">Employee Tuition Assistance</a>	2440	Human Resources
2486	<a href="#">Employment Reference Checks</a>	1470	Human Resources
1470	<a href="#">Employment/Separation</a>	2460, 2461, 2461A, 2461B, 2462, 2462A, 2463, 2464, 2476, 2485, 2486, 2492	Human Resources
2455	<a href="#">Enrollment of New Employees - Oath</a>	1440	Human Resources
1125	<a href="#">Equal Employment Opportunity, Equal Education Opportunity and Affirmative Action</a>	2121, 2123	College Operations
2203	<a href="#">Equipment Usage - Federal Awards/Sponsored Projects</a>	1200	Facilities, Equip., & Other
2451	<a href="#">Ethical Behavior</a>	1435	Human Resources
1510	<a href="#">Examinations</a>		Instruction
2606	<a href="#">External Requests for Student Directory and Graduate Lists</a>	1605	Students & Services
2468	<a href="#">Faculty Employment</a>	1451	Human Resources
2465	<a href="#">Faculty Employment Qualifications</a>	1451	Human Resources
2481	<a href="#">Faculty Evaluation Process</a>	1465	Human Resources
2421	<a href="#">Family and Medical Leave</a>	1410	Human Resources
2307	<a href="#">Federal Payments</a>	1305	Fiscal Management
2512	<a href="#">Finals</a>	1510	Instruction
1310	<a href="#">Fiscal Expenditures</a>	2310, 2315	Fiscal Management

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1305	<a href="#">Fiscal Management</a>	2305, 2306, 2307, 2308, 2320, 2325, 2326	Fiscal Management
2400	<a href="#">Flexible Benefit Plan</a>	1400	Human Resources
2421A	<a href="#">FMLA Leave for Military Service Members' Families</a>	1410	Human Resources
2120	<a href="#">Freedom of Information</a>	1127	College Operations
1127	<a href="#">Freedom of Information</a>	2120	College Operations
2145	<a href="#">Fund Raising and Gift Solicitation</a>	1155	College Operations
1155	<a href="#">Fund Raising and Gift Solicitation</a>	2145, 2146	College Operations
2422	<a href="#">General Leave of Absence</a>	1410	Human Resources
2416	<a href="#">General Leave Requirements and Information</a>	1410	Human Resources
2146	<a href="#">Gifts, Gratuities, and Unrelated Compensation</a>	1155	College Operations
2316	<a href="#">Gifts, Prizes, Awards, Gift Cards/Certificates</a>	1310	Fiscal Management
2511	<a href="#">Grade and Attendance Reporting</a>	1511	Instruction
1511	<a href="#">Grade and Attendance Reporting</a>	2511	Instruction
1505	<a href="#">Grade and Degree Revocation</a>	2505	Instruction
2505	<a href="#">Grade Revocation</a>	1505	Instruction
2459	<a href="#">Hazardous Materials</a>	1442	Human Resources
1407	<a href="#">Health Insurance Portability and Accountability Act (HIPAA)</a>		Human Resources
2401	<a href="#">Health, Dental, and Life Insurance</a>	1400	Human Resources
2461	<a href="#">Hiring Guidelines for Adjunct Faculty</a>	1470	Human Resources
2461A	<a href="#">Hiring Guidelines for Hourly Staff (Temporary) Positions</a>	1470	Human Resources
2460	<a href="#">Hiring Guidelines for Regular (Non-temporary) Faculty and Staff</a>	1470	Human Resources
2428	<a href="#">Holidays and Breaks</a>	1410	Human Resources
2306	<a href="#">Identity Theft</a>	1305	Fiscal Management
2456	<a href="#">Immigration Law Compliance</a>	1440	Human Resources
2613	<a href="#">Immunization</a>	1612	Students & Services
1612	<a href="#">Immunization and Disease Screening</a>	2613, 2613A	Students & Services
2310	<a href="#">Individual Memberships/Certifications/Association Dues, Etc.</a>	1310	Fiscal Management
2171	<a href="#">Information Services Security Procedures</a>	1170	College Operations
2113	<a href="#">Information Services Data Backup</a>	1111	College Operations
1111	<a href="#">Information Technology Purchases and Projects</a>	2112, 2113	College Operations
1102	<a href="#">Institutional Focus and Direction</a>	2102	College Operations

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2102	<a href="#">Institutional Planning and Effectiveness</a>	1102	College Operations
1502	<a href="#">Instructional Program</a>	2540	Instruction
2470	<a href="#">Intellectual Property</a>	1463	Human Resources
1463	<a href="#">Intellectual Property</a>	2470	Human Resources
2301	<a href="#">Interview Travel Expense Reimbursement</a>	1300	Fiscal Management
2201	<a href="#">Inventory, Fixed Assets, Disposition</a>	1201	Facilities, Equip., & Other
1201	<a href="#">Inventory, Fixed Assets, Disposition</a>	2201	Facilities, Equip., & Other
2330	<a href="#">Investments</a>	1305	Fiscal Management
2112	<a href="#">IT Purchases and Projects</a>	1111	College Operations
2429	<a href="#">Jury Duty</a>	1410	Human Resources
2478	<a href="#">Kansas Mentors: State Employee Mentoring Program</a>	1464	Human Resources
1405	<a href="#">Kansas Public Employees Retirement System (KPERs)</a>	2405	Human Resources
2405	<a href="#">KPERs</a>	1405	Human Resources
1480	<a href="#">Loss of Personal Property</a>		Human Resources
2423	<a href="#">Military Leave</a>	1410	Human Resources
2620	<a href="#">Military Students – Recruitment, Enrollment, and Tuition Assistance (TA)</a>	1600	Students & Services
2202	<a href="#">Naming of College Buildings and Facilities</a>	1202	Facilities, Equip., & Other
1202	<a href="#">Naming of College Buildings and Facilities</a>	2202	Facilities, Equip., & Other
1461	<a href="#">Nepotism</a>		Human Resources
1450	<a href="#">Non-temporary Position Additions and Staff Selection</a>		Human Resources
2491	<a href="#">Office Hours</a>	1475	Human Resources
2305	<a href="#">Online Payments</a>	1305	Fiscal Management
2402	<a href="#">Optional Benefits</a>	1400	Human Resources
2107	<a href="#">Partnership Relations</a>	1107	College Operations
2490	<a href="#">Payroll</a>	1475	Human Resources
1475	<a href="#">Payroll</a>	2490, 2491, 2493	Human Resources
2480	<a href="#">Performance Evaluation</a>	1465	Human Resources
1465	<a href="#">Performance Evaluation</a>	2480, 2481	Human Resources
2424	<a href="#">Personal Leave</a>	1410	Human Resources
1131	<a href="#">Personal Relationships</a>		College Operations
2425	<a href="#">Personal Sick Leave</a>	1410	Human Resources
2457	<a href="#">Personnel Data Changes</a>	1440	Human Resources
2445	<a href="#">Personnel Files</a>	1430	Human Resources

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2110	<a href="#">Phone and Mail Systems</a>	1109	College Operations
1109	<a href="#">Phone and Mail Systems</a>	2110	College Operations
1460	<a href="#">Policies and Procedures/At-will</a>		Human Resources
2101	<a href="#">Policies/Procedures</a>	1101	College Operations
1101	<a href="#">Policies/Procedures</a>	2101	College Operations
2475	<a href="#">Political Activities of Employees</a>	1464	Human Resources
1464	<a href="#">Political and Volunteer Activities of Employees</a>	2475, 2477, 2478	Human Resources
1451	<a href="#">Position Requirements</a>	2465, 2468	Human Resources
2210	<a href="#">Posters, Handbills, Solicitation and Other Activities</a>	1215	Facilities, Equip., & Other
1215	<a href="#">Posters, Handbills, Solicitation and Other Activities</a>	2210	Facilities, Equip., & Other
2476	<a href="#">Presence of Children, Other Family Members, or Friends in the Workplace</a>	1470	Human Resources
2452	<a href="#">Problem Resolution (Employee)</a>	1436	Human Resources
1436	<a href="#">Problem Resolution (Employee)</a>	2452	Human Resources
2615	<a href="#">Problem Resolution (Students)</a>	1615	Students & Services
1615	<a href="#">Problem Resolution (Students)</a>	2615	Students & Services
2315	<a href="#">Procurement</a>	1310	Fiscal Management
1115	<a href="#">Professional Liability Protection</a>		College Operations
2105A	<a href="#">Public Relations-Use of Photos/Video in Print and Electronic Media</a>	1106	College Operations
1145	<a href="#">Purchasing</a>	2130	College Operations
2461B	<a href="#">Quick Rehire (Adjunct Faculty and Part-time Hourly Staff (Temp) Positions)</a>	1470	Human Resources
2462A	<a href="#">Quick Rehire of Student Employees</a>	1470	Human Resources
2170	<a href="#">Record Retention</a>	1170	College Operations
2130	<a href="#">Requisitions</a>	1145	College Operations
2437	<a href="#">Retirement Recognition</a>	1420	Human Resources
2426	<a href="#">Sabbatical Leave</a>	1410	Human Resources
2205	<a href="#">Security Monitoring and Recording</a>	1205	Facilities, Equip., & Other
1205	<a href="#">Security Monitoring System</a>	2205, 2206	Facilities, Equip., & Other
2485	<a href="#">Separation from Employment for Regular Faculty and Staff Positions</a>	1470	Human Resources
2215	<a href="#">Service of Alcoholic Beverages for Special Events</a>	1220	Facilities, Equip., & Other
1220	<a href="#">Service of Alcoholic Beverages for Special Events</a>	2215	Facilities, Equip., & Other
2108	<a href="#">Social Media</a>	1106	College Operations
2125	<a href="#">Solicitation of Employees/Students</a>	1140	College Operations
1140	<a href="#">Solicitation of Employees/Students</a>	2125	College Operations

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2611	<a href="#">Student Code of Conduct</a>	1610	Students & Services
2176	<a href="#">Student E-mail Account Retention</a>	1170	College Operations
2462	<a href="#">Student Employees/Supervision</a>	1470	Human Resources
1605	<a href="#">Student Privacy Rights</a>	2605, 2606	Students & Services
2605	<a href="#">Student Privacy Rights (Family Education Rights and Privacy Act [FERPA])</a>	1605	Students & Services
2614	<a href="#">Student Wellness Intervention Team</a>	1613	Students & Services
1611	<a href="#">Substance Abuse and Drug Testing</a>	2612	Students & Services
2612	Substance Abuse and Drug-Testing Program (Temporarily pulled for review)	1611	Students & Services
2604	<a href="#">The Ability to Benefit</a>	1600	Students & Services
2123	<a href="#">Title IV Student Aid Fraud</a>	1125	College Operations
1210	<a href="#">Tobacco Use</a>		Facilities, Equip., & Other
2300	<a href="#">Travel</a>	1300	Fiscal Management
1300	<a href="#">Travel</a>	2300, 2301	Fiscal Management
2613A	<a href="#">Tuberculosis Prevention and Control</a>	1612	Students & Services
2115	<a href="#">Tuition Scholarships</a>	1120	College Operations
1120	<a href="#">Tuition Scholarships</a>	2115	College Operations
2464	<a href="#">Unsolicited Application Materials</a>	1470	Human Resources
2111	<a href="#">Use of Computers/College Computing and Information Systems</a>	1110	College Operations
1110	<a href="#">Use of Computers/College Computing and Information Systems</a>	2111	College Operations
2150	<a href="#">Use of Copyright Materials</a>	1166	College Operations
2427	<a href="#">Vacation Leave</a>	1410	Human Resources
2206	<a href="#">Video Surveillance</a>	1205	Facilities, Equip., & Other
2477	<a href="#">Volunteer Activities</a>	1464	Human Resources
1160	<a href="#">Weapons</a>		College Operations
1613	<a href="#">Wellness Initiatives</a>	2614	Students & Services
2453	<a href="#">Whistleblower</a>	1435	Human Resources
1129	<a href="#">Worker's Compensation and General Liability Insurance</a>		College Operations