

Fall 12-1-2014

## 2014-2015 Executive Administrative Code

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UNIVERSITY OF SOUTH FLORIDA  
STUDENT GOVERNMENT

Executive Administrative Code

Cocco/Whyte  
Administration

55<sup>th</sup> Term

2014 - 2015

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## Overview

The purpose of this document is to define the managerial policies and structural processes of the Executive Branch and all entities therein for the 5<sup>54</sup> Term. This Code shall serve as the Standard Operating Procedure of the Executive Branch, and all procedures and regulations laid herein shall be legally binding [to the Executive Branch](#).

This Code shall not conflict with the Student Government Statutes, Student Government Constitution, University Policy, and State/Federal Law.

This document shall be confirmed by a majority vote of the Executive Branch [by no later than \(Insert date\)](#).

## Amendments

The Executive Cabinet of the President shall have the sole authority to enact amendments to this Code. Amendments and revisions to this code shall be submitted to the President a minimum of seventy-two (72) hours prior to the onset of the Cabinet meeting. The President may then entertain the proposed amendment(s) for the Cabinet's review. A simple majority vote of the Cabinet shall be required for the amendment(s) to take effect.

## Definitions

**Disciplinary Offense** - Any violation of the Executive Administrative Code, Student Government Statutes, Constitution, SG Employee/Member Policies and Procedures Handbook, State/Federal Law, and /or any and all directives provided by an employee's supervisor.

**Executive Agency** - An organization that receives its operating revenue directly from an allocation within the Activity and Service Fee Budget and whose duties, composition, and responsibilities are outlined in Statutes. An Agency shall provide a direct service to the student body.

**Executive Branch** - The component of Student Government that reports to the Student Body President. The Executive branch shall consist of the Student Body President; Student Body Vice President; all departments, offices, bureaus, agencies, executive appointees and/or associated entities.

**Executive Department** - An entity of the Executive Branch that assists the President and Vice-President in the execution of their duties, initiatives and projects. A department shall report directly to the President through the Executive Cabinet.

**Executive Branch Employee** - Any member of a Student Government Department, Office, Agency, and/or any related component entity who receives monetary remuneration per their service. Executive Branch Employees serve at the discretion of the Student Body President.

**Executive Branch Volunteers** - Any member of a Student Government Department, Office, Agency, and/or any related component entity who does not receive monetary remuneration per their service. Executive Branch Volunteers serve at the discretion of the Student Body President.

**Executive Office of the President** - An entity that directly reports to the Student Body President. Executive Offices of the President shall assist the President and Vice-President with direct support, policy and legal analysis, budget and finance, direct management of the Executive Branch, and any further task as prescribed by the President and Vice President.

**Supervisor** - the person whom an employee reports to as defined within the Position Job Description and outlined within the Chain of Command.

## Administrative Structure

### Overview

The Executive Branch shall consist of the following components:

- a) The Executive Offices of the President
- c) The Executive Departments
- c) The Executive Agencies
- d) The Lakeland Student Council
- e) The Election Rules Commission

### The Executive Offices of the President

The Executive Office of the President is responsible for providing administrative services to the Offices of the President, Vice President, and all entities of the Executive Branch. The Office shall also provide direct support services to the President. These services shall include, but are not limited to, financial management, information technology support, human resources management, and facilities management.

The Executive Office of the President is comprised of the following:

**Chief of Staff** - The Chief of Staff is directly responsible for the overall effectiveness and productivity of the Administration. The Chief of Staff shall act as the Director of the ~~Executive Office~~ of the President. The Chief Financial Officer, Advisors to the President and all Department Directors shall report to the Chief of Staff. [The Chief of Staff shall have an Executive Clerk that shall report to them and will be tasked with assisting the Chief of Staff in day-to-day operations.]

Commented [JA1]: Not the way you had your structure proposed

Commented [JA2]: Don't have a clerk

**Chief Financial Officer** - The Chief Financial Officer (CFO) is responsible for ensuring the Activity & Service Fees of the student body are being used by all Student Government agencies, bureaus, entities, and organizations in a responsible and effective manner for the benefit of the University of South Florida's students. [The CFO shall have a Deputy Chief Financial Officer that shall report to them and will be tasked with assisting the CFO in day-to-day operations.] The CFO shall act as the Director of the Office of Finances.

Commented [JA3]: Don't have a deputy

**Attorney General** - The Attorney General (AG) is responsible for the clarification and enforcement of all Student Government Regulations and Laws. The Attorney General also serves as legal counsel for Student Government and the prosecutor of impeached officials in all cases before the Student Government Supreme Court. [The Office of Legal Affairs also shall have a Deputy Attorney General that reports to] them and a Solicitor General that reports to the President.

Commented [JA4]: Don't have a deputy

**Solicitor General** – The Solicitor General (SG) will be tasked with assisting the AG in the day-to-day operations of the Office of Legal Affairs. The Solicitor General shall also be responsible for additional duties as outlined in Chapter 303 of the Student Government Statutes. The Attorney General and Solicitor General shall act as Co-Directors of the Office of Legal Affairs.

## **The Executive Departments**

The Executive Departments are as follows:

**Department of University Affairs** – The Director of University Affairs shall assist the Student Body President and Vice President on internal issues facing the University administration, Student Affairs, Student Organizations, Academics Affairs, and Student life at the University of South Florida, shall cultivate and grow relationships between Student Government and the University, while engaging the Student Body, and shall be in charge of oversee and coordinate student participation on University Wide Committees and the Marshall Student Center Advisory Board.

**Department of Governmental Affairs** – The Director of Governmental Affairs shall advise the Student Body President and Vice President on external affairs facing the University relating to the Municipal, State, and Federal Government, shall stay up to date on legislative proceedings and bills of interest, and shall be responsible for coordinating all lobbying efforts on behalf of Student Government.

**Department of Community Affairs** – The Director of Community Affairs shall assist the Student Body President and Vice President as the liaison on issues affecting the Tampa Bay Community and the Student Body, shall advise the President and Vice President on local community matters, shall cultivate and grow relationships with our community partners and local businesses, and shall oversee and coordinate a student discount program.

**Department of Marketing**– The Department of Marketing shall oversee and coordinate the production of all Student Government marketing materials and graphics. The department shall develop advertising strategies for all marketing initiatives.

**Department of Communications** – The Department of Communications shall oversee the communication of Student Government with the Student Body and promote Student Government events, initiatives, and services offered to the Students. This department shall oversee and coordinate the Student Government Street Team. In addition, the department shall be responsible for managing the Student Government Website.

**Department of Programming** – The Department of Programming shall execute and oversee all programs, initiatives, and traditions of Student Government. The department shall be responsible for developing and growing new traditions.

**Department of Lakeland Affairs** – The Department of Lakeland Affairs shall organize and provide student services and any other student initiatives for the Lakeland Campus as deemed appropriate by the Lakeland Director, Lakeland Assistant Director and the Student Body President.

## The Executive Agencies

The Executive Agencies shall be defined as any organization that receives its operating revenue directly from an allocation within the Activity and Service Fee Budget and whose duties, composition, and responsibilities are outlined in Statutes. All Agencies shall provide a direct service to the student body. The Executive Agencies are as follows:

- a) Bulls Radio
- b) Student Government Computer Services
- c) SAFE Team

## ~~Lakeland Student Council~~

~~The Lakeland Student Council shall be comprised of students enrolled at the USF Lakeland Teach-out site for the purpose of organizing and providing student programming, student services, and any other student initiatives deemed appropriate by the Lakeland Student Council and the Student Body President.~~

~~The Lakeland Student Council shall consist of the following positions:~~

- ~~1. Governor~~
- ~~2. Lieutenant Governor~~
- ~~3. Treasurer~~
- ~~4. Secretary~~
- ~~5. Advisor on Student Life~~
- ~~6. Advisor on Programming~~
- ~~7. Deputy Advisor on Programming~~

~~The duties of the Lakeland Student Council positions shall be further defined in the Lakeland Student Council Standard Operating Procedures (SOP).~~

## Election Rules Commission

The Election Rules Commission (ERC) shall be available during office hours to assist other members of the

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Election Rules Commission, candidates, and students. The ERC shall also observe the ongoing election process and examine campaign materials for violations, propose changes to the Election Rules Commission Rules of Procedure, and create and change forms for candidacy, as necessary

The Election Rules Commission shall consist of the following positions:

1. **Supervisor of Elections**
2. **Associate Supervisor of Elections**
3. **Deputy Supervisors of Elections**
4. **Assistant Deputy Supervisors of Elections**

The duties of the Election Rules Commission positions shall be further defined in the Election Rules Commission Rules of Procedure (ROP).

## **Administrative Operating Policies & Procedures**

### **Chain of Command**

All employees shall report directly to their supervisor as defined by the position's Job Description. Furthermore, all employees and volunteers shall be subject to the supervision and management of the President, the Vice President, and/or the Chief of Staff. Directives provided by a supervisor, the Chief of Staff, Vice-President, and President shall be considered binding. Violation of such a directive, opinion, or memorandum may be reported as a Disciplinary Offense and subject to disciplinary action.

**Commented [JA6]:** Reconsider this per your structure. CFO, SG, and AG are equal to the Chief of Staff per your structure.

### **Supervisor Approval**

Supervisors consent and approval must be provided prior to the onset of the initiative, project, and/or assignment. No employee should commence any initiatives, projects, and/or assignments without documented authorization of their supervisor.

[The President's and CFO's consent and approval must be provided prior to working over the position's number of authorized hours along with a written justification for the excess of authorized hours. No employee should work over authorized hours without authorization of their supervisor, the CFO, and the Student Body President.]

**Commented [JA7]:** Reconsider this. The CFO report's to you, so to have to get both of your approvals is a fallacy.

### **Green Initiative**

All employees shall exercise a conscious sustainable effort while working within the Student Government Offices. This shall include, but is not limited to, duplexing printed documents, shutting down computers when no longer in use, turning off lights when not in use, exchanging documents between departments electronically, recycling printed documents, and carpooling to Student Government related functions and meetings when possible.

## Commitment to Honor

All employees shall make a commitment to ethical practices by reading and signing the Commitment to Honor. Each employee is expected to uphold and live the commitments set forth in the Commitment to Honor.

## Progress Reports

All Department Directors, Agency Directors, and members of the ~~Executive Office~~ of the President shall be responsible for delivering a weekly progress report to the Chief of Staff and the Student Body Vice President.

**Commented [JA8]:** Reword this. The way I read this is everyone has to have two separate meetings with the Chief of Staff and the Vice President, or they could have a meeting of three, which would be silly because your either wasting the Chief of Staff's time or the Vice-Presidents

## Executive Orders

All Executive employees, including agency employees, shall be required to be familiar with all executive orders of the current term. All Executive Orders are considered binding directives from the Student Body President. Failure to adhere can result in disciplinary actions.

## General Staff Meeting Procedures

General Staff Meetings may be called by the Student Body President, Vice President, and/or Chief of Staff. Such meetings must be publicly advertised a minimum of forty-eight (48) hours prior to their onset. General Staff Meetings shall include all Executive Branch employees, including SG Agencies. If deemed appropriate, this meeting may additionally include Executive Branch Volunteers, Assitant, Directors, Coordinators, and Volunteers are ex-officio members, unless they are the designee for their department

**Commented [JA9]:** Conflicts with page 9

## Executive Cabinet Meeting Procedures

The Executive Cabinet shall consist of Senior Staff, Department Directors, Secretaries, Agency Directors, and the Election Rules Commission Supervisor. The Student Body President shall designee the chair Executive Cabinet meetings.

The reporting members of the Executive Cabinet of the President shall be comprised of:

- a) The Student Body President
- b) The Student Body Vice President
- c) The Chief of Staff
- d) The Chief Financial Officer
- e) The Attorney General
- f) The Solicitor General
- g) The Director of University Affairs
- h) The Director of Community Affairs
- i) The Director of Governmental Affairs
- j) The Director of the Department of Marketing

- k) The Director of the Department of Communications
- l) The Director of the Department of Programming
- m) The Director of Bulls Radio
- n) The Director of SAFE Team
- o) The Director of Student Government Computer Services
- p) ~~Director of Lakeland Affairs~~ ~~The Governor of the Lakeland Student Council~~
- q) The Supervisor of Elections of the Election Rules Commission

Each reporting member of the Cabinet shall have one (1) single vote, the chair shall only vote in the case of a tie. In the case that a Cabinet member shall not be able to attend a meeting, a designee from within their department may be assigned and granted full voting rights. The Cabinet member shall formally notify the Cabinet chair, in writing, no later than twenty-four (24) hours prior to the onset of the meeting. No other individual(s) may be granted voting rights.

Cabinet meetings may be called by the Student Body President, the Vice President, and/or the Chief of Staff. All meetings must be publicly advertised a minimum of twenty-four (24) hours prior to their onset. All Cabinet members must be notified, in writing, a minimum of twenty-four (24) hours prior to the onset of the meeting.

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## Property Management Policy

### Computer

- a. All employees must abide by the USF Computer Use Policies and Guidelines while using university computers.
- b. All employees must abide by the guidelines for Computer, Internet, and Technology use as set forth within the USF Student Government Policies and Procedures Handbook.
- c. Student Government Office Computers are to be used for official Student Government business only during office hours. Student Government Computers may be used after hours for academic purposes with authorization.
- d. Computers within specified offices should only be used by authorized personnel assigned to that office.

### Golf Cart Usage

- a. No employee shall be authorized to use any Student Government Golf Cart unless it is being used for official SG Business.
- b. No employee shall be authorized to use any Student Government Golf Cart without first watching a safety video and submitting a copy of the employees Golf Cart Training Certificate to the Office Manager
- c. All employees must exchange a valid ID for keys to the Golf Cart. The key shall not be taken out of SG without properly checking out the cart.
- d. All Student Government Golf Carts are under the supervision of the Activity and Service

Fee Business Office and the Student Government Advising, Training, and Operations staff. Any person using any Student Government cart who does not adhere the regulations set forth within this code can be suspended from cart use.

### **Phone Use**

- a. Phones should only be used for official Student Government business.
- b. Be sure to identify yourself (name and title) both when answering the phone and leaving messages. Employees should maintain a professional demeanor while representing Student Government and the University.

### **P-Drive Usage Policy**

- a. All digital reports and official documents should be saved to the Executive Administration P-drive. They should not be saved on individual computers or external sources. Employees should use the P-drive as a moving documents folder, so when a certain computer is taken, you can still access your files and a public record is maintained.
- b. All official office templates and forms should be accessed via the P-drive.
- c. No employee shall rearrange or format the structure of the P-drive without proper authorization from the Student Body President or Student Body Vice President.
- d. No employee shall delete any component of the P-drive without proper authorization from both the Student Body President or Student Body Vice President provided said deletion of the materials in question does not break Florida Public Record Laws.

### **After Hours Office Access (Swipe Access)**

- a. After hours office entry access (swipe access) shall be provided to all employees. Misuse of the entry access for non-business related use will result in the termination of after hour's office entry access and can result in further disciplinary action.
- b. Executive Branch Employees may use office space for studying during non-business hours. Employees shall still maintain appropriate conduct within the office and shall only access general office areas not including private/specific offices. After hours office space usage may be limited at the discretion of the President, Vice President, and/or Chief of Staff.

## **Public Records Policy**

### **Sunshine Law**

F.S. 119.01 General state policy on public records – (1) It is the policy of this state that all state, county, and municipal records are open for personal inspection and copying by any person. Providing access to public records is a duty of each agency.

In correspondence with Florida State Law, all documents and records produced by Student Government or any employee are open to the public and shall be treated as a public record.

### Archive

- a. All employees are to maintain an “Archive Folder” on the P-Drive. This folder should be organized and clearly divided into appropriate categories. All produced Student Government official business should be archived in this folder. The folder should be stored in the office and made available as needed.
- b. All official Student Government correspondence (whether digital or written) should be archived appropriately. Emails are to not to be deleted from your inbox without a reliable back up. All written correspondence is to be stored in the Archive Folder.
- c. Copies of all Minutes, Agendas, and business related publications shall be made available to the Attorney General for archive and storage.

In accordance with University of South Florida policy, the Attorney General shall submit all minutes pertaining to any official meeting of any entity of the Executive Branch, except those involving privileged matters, to the University of South Florida Library (Special Collections) where they will be available to any interested person. Furthermore, the Offices of the University President, Vice President(s), Regional Chancellors, and Campus Executive Directors shall be provided with a copy of the Meeting Agendas and Minutes. In circumstances in which information being discussed is prevalent to Academic Deans and specific Departments or Divisions, similar action must be taken to insure that they are aware of the meetings outcome.

## Employee Work Policy

### Authorized Hours

- a. The Chief Financial Officer shall notify all employees, upon their hiring, their total number of authorized weekly hours. Employees are not allowed to exceed their authorized hours within a workweek without approval from their supervisor, the CFO, and the Student Body President. A written justification will be required on all time sheets in which an excess of authorized hours occurred. Employees who exceed their authorized hours without the appropriate approval may be subject to disciplinary action, suspension and/or dismissal.

Commented [JA11]: Reconsider this.

### Calendar & Email Policy

- a. All employees shall maintain an up to date Student Government Outlook Calendar.

- b. In the case that an appointment includes the Student Body President or Student Body Vice President, the appointment shall be coordinated with the Chief of Staff ~~or the Executive Clerk.~~
- c. All employees are required to grant calendar access to their Supervisor, the Student Body President, the Student Body Vice-President, and the Chief of Staff, ~~and the Executive Clerk.~~
- d. All emails are to be archived and treated as public record.
- e. All correspondence that pertains to Student Government business shall only be carried out through the use of the Student Government email address. No personal correspondence shall take place via a Student Government email account.
- f. All employees seeking a leave of absence or vacation time for a period longer than three business days shall seek permission from the Student Body President, the Student Body Vice-President, and the Chief of Staff with at least forty-eight hours notice.

#### **Office Hours**

- a. Official Student Government office hours are between the hours of 9:00 a.m. and 5:00 p.m. After hour operations should be coordinated with the appropriate Supervisor or the Chief of Staff.
- b. All employees are required to schedule and fulfill at least 50% of their authorized hours within Student Government office hours.
- c. Supervisors will be held accountable for their subordinate's office hour schedules.
- d. The Chief of Staff shall be responsible for collecting a limited set schedule of office hours for the semester.

#### **Clock-in/Clock-out Policy**

- a. Employees shall only clock-in for the time they are present in the office and doing work. Offsite reimbursements must be filled appropriately and coordinated with the Chief Financial Officer. Offsite hours must have received prior approval from the President.
- b. Without exception, employees shall not clock-in during the duration of any of their scheduled classes. In cases where a class is canceled and the employee is not required to attend class during that scheduled period, the employee shall provide proper written documentation to the Office Manager and the ~~Deputy~~ Chief Financial Officer.

- c. Employees shall not clock-in during their lunch break unless they are eating at their desk or their lunch break includes formal and/or official Student Government business.
- d. For issues involving missed punch-ins or discrepancies with time sheets, send a detailed e-mail explaining the issue to the Student Government Advising and Training Office Manager and the Chief Financial Officer.

### **Employee Training and Development**

Employees shall be required to attend and/or partake in Training and Development programs as directed by the Executive Administration. Employees may be excused from such program(s), when appropriate, by the Chief of Staff, the Vice President, or the President.

## **Grievance and Disciplinary Policy**

### **Grievance Policy**

- a. Any employee who feels they have been unjustifiably reprimanded, suspended, or terminated without proper reason should contact their immediate supervisor. If the grievance cannot be reconciled through a formal discussion with their immediate supervisor, at that time the employee may contact the Bureau for Student Government Advising, Training, and Operations to request a mediation session. If the matter still cannot be resolved at this level, employees may refer to Title 6, Chapter 603 Personnel Policy Board of the USF Student Government Statutes to file a formal appeal.
- b. Any employee who wishes to file a complaint against another employee for any infraction of the Executive Administration Code shall complete and submit a Grievance Form to the Chief of Staff. In instances where the grievance involves the Chief of Staff, the employee shall submit the Grievance Form to the President or if need be, the Student Government Advisor.

### **Disciplinary Action**

Depending on the severity of the infraction of the Executive Administrative Code, and the unacceptable behavior, which does not lead to immediate termination may be dealt with in any of the following manners: (a) Written Reprimand; (b) Suspension; ~~(c) Termination;~~ (d) report filed with Student Rights and Responsibilities.

- a. Repeat offenders of the same infraction, where an employee accumulates a total of three (3) or more reprimands, may be subject to termination or subject to the reprimands listed above in an ascending protocol depending on the severity.

## Office Behavior

- a. All employees shall act in a manner befitting of their position. Employee shall maintain professional conduct during business hours and formal functions representing Student Government, the Administration, and/or the University.
- b. All employees shall act in accordance with the policies set forth by the University of South Florida and the University Employee Handbook.
- c. It is a violation of Student Government policy for any SG staff members to engage in an amorous, dating or sexual relationship with a student or employee whom he/she instructs, evaluates, administer, advises, or in a position to exercise authority.

## Nepotism

Student Government permits the employment of qualified relatives or immediate family members of employee's as long as such employment does not, in the opinion of SG, create conflicts of interest. For purposes of this policy, "immediate family," is defined as a spouse, sibling, or first cousin. SG will use professional judgment in the placement of related employees. Immediate family members are not permitted to work in the same department. No direct reporting or supervisor to subordinate relationship may exist.

## Dress Code

Within office business hours, employees are expected to dress appropriately. Appropriate dress shall be defined as presentable clothing with no rips in, offensive pictures or language on clothing.

Furthermore, in meetings that involve at least one non-student attendee (excluding Student Government Advisors), employees shall be expected to adhere to a business casual dress code.

For men: A combination of collared shirt (such as a dress shirt or polo shirt), cotton trousers (such as khakis), or tennis shirt with a belt, and shoes

For women: A reasonable length skirt or full-length pants of a non-jeans material combined with a sleeved top (such as a dress shirt, polo, or sweater set)

Formal dress is required at any formal function or meeting in which the employee is representing Student Government, the Administration, or the University. Formal Dress shall be defined at the discretion of the function's host.

Further instructions may be provided, per occasion, by a supervisor, the Chief of Staff, or the President. Employees will have at least 48 hours notice of all dress code requests.

SG Polo shirts should be worn for official work or when representing SG in an official capacity. Alcohol or other drugs must not be consumed when wearing your SG Polo.



The dress code is further outlined in the USF Student Government Policies and Procedures Handbook and all employees must adhere to those guidelines.

### **Visitors Policy**

Employees are to refrain from entertaining personal appointments and meetings not pertaining to Student Government business during offices hours. Employees should introduce themselves to visitors and provide them with the appropriate assistance.



UNIVERSITY OF SOUTH FLORIDA  
STUDENT GOVERNMENT

Grievance Form



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Submitted By:

Subject Matter:

Date Submitted (please timestamp):

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Please include all prevalent information, including but not limited to, the date, time, location, conflict or grievance, all persons involved and relevant, and the desired course of action.

Please submit this form to the office of the Chief of Staff no later than 10 business days following the incident.

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Submitted By:

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Received By:

Time Stamp

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