

**ARTICLE 1: ESTABLISHMENT OF PROCEDURE FOR
DEVELOPMENT OF UNIVERSITY POLICIES
AND UNIVERSITY-WIDE POLICIES
Section 2: University-wide Policies**

**Policy: 2.1 Anti-Fraud Policy
Issued: July 1, 2002
Revised: September 9, 2008**

PURPOSE

This policy is established to provide increased protection to the assets and financial interests of Chicago State University, to provide a coordinated approach to the identification, investigation and resolution of fraudulent activities, and to increase the overall awareness of the responsibility to report fraud and reasonably suspected fraudulent activity to the appropriate Chicago State administrators.

SCOPE

This policy applies to any situation of fraud or suspected fraud involving University employees, students, vendors, contractors, consultants, outside agencies, and/or any other parties with a business relationship with Chicago State University. Any investigative activity conducted will be done without regard to the suspected wrongdoer's title/position, past performance, or length of service to the University.

FRAUD DEFINITION and EXAMPLES

For purposes of this policy, fraud includes any willful or deliberate act committed with the intention of obtaining an unauthorized benefit, such as money or property, by misrepresentation, deception, or other unethical means.

Fraud and financial impropriety may include, but are not limited to the following actions:

- Embezzlement or other financial irregularities;
- Forgery, alteration, or falsification of documents (including checks, time sheets, travel expense reports, contractor agreements, purchase orders, other financial documents, student academic or financial records, electronic files);
- Misappropriation, misuse, theft, removal, or destruction of University resources (including funds, securities, supplies, inventory, furniture, fixtures, equipment, intellectual property or any other asset);
- Improprieties in the handling or reporting of money or financial transactions;
- Misuse of University facilities (including telephones, computers and e-mail system);
- False claims by student, employees, vendors, or other associated with Chicago State University;
- Receiving or offering bribes, rebates, or kickbacks;
- Personal use of University property in commercial business activities;

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**Policy 2.2: State Officials and Employees Ethics Act
(Continued)**

Issued: September 18, 2008

Personnel Policies Required by the State Officials and Employees Ethics Act

1. Applicable Board of Trustees Regulations

CSU Board of Trustees *Regulations* Section II, Subsection A, II-B.3 established a policy pertaining to political activity in relation to publicly supported work time or resources. These Regulations read as follows:

“Political Activities: State Employees, 5 Ill. Comp. Stat. 320/1 et seq. Section 2 of this act generally regulates political activity by employees subject to recognized merit principles of public employment, and prohibits such employees’ participation in political activities during regular work hours.”

Accordingly, no political activity prohibited by the State Officials and Employees Ethics Act shall be conducted on University-compensated work time (other than “vacation, personal, or compensatory time off”), or involve the use of University property or resources by any University employee or member of the Board of Trustees of Chicago State University.

Nothing in this policy statement prohibits activities that are otherwise appropriate for a University employee or Trustee to engage in as a part of his or her official University duties or activities that are undertaken by a University employee or Trustee on a voluntary basis as permitted by laws.

2. Work Time Accounting

CSU policies and procedures provide for periodic reporting and accounting of the accrual and utilization of State benefits. New requirements of the State Officials and Employees Ethics Act relate to work time requirements and documentation of time worked. For each category of CSU employee, the following procedures shall apply:

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Work Time Requirements and Reporting

A. Trustees

Members of the Board of Trustees meet at least quarterly for regular business meetings in addition to committee meetings. Trustees will be informed of meetings and coordinate their expected attendance with the Secretary to the Board of Trustees. Presence and participation of Trustees at Board of Trustees meetings will be recorded in the minutes of the meetings.

B. Employees

Chicago State University maintains operations on a 7-day, 24-hour per week basis. Individual work responsibilities naturally vary according to assignments and roles. Throughout this entire time frame, faculty and staff work schedules and task completion responsibilities are assigned to pursue and maintain the instruction, scholarship, public service and outreach commitments; organizational/administrative functions; and operations required to fulfill the University's mission and functions. By way of example, individuals' responsibilities may include: classroom, laboratory or field instruction, and associated preparation; evaluation and grading; one-on-one instructional interactions; advising and mentoring; research, meetings, office hours, travel, field work; continuing professional education and development to maintain current competencies in relevant fields of knowledge; participation in University organizational and disciplinary professional events; and representing the University throughout a variety of time periods that include evenings and weekends.

Unless otherwise required by unusual circumstances, or adjusted by holiday and summer work week schedules, normal university department office hours are 8:30 a.m. through 5:00 p.m. Monday through Friday with lunch periods designated by individual departments. Work hours pertaining to individual instructional/scholarship, service, and administrative responsibilities extend throughout the 7-day, 24-hour workweek as necessary to maintain operations and fulfill the University's mission.

Work schedules applicable to all full-time faculty and staff assume a minimum schedule of 37.5 hours of work per week. Expectations for part-time schedules are assigned proportionately. For

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frames that do not correspond with the academic calendar (i.e., greater than 10-month appointments eligible for vacation accrual). For these positions, the Documentation of Time Worked requirements of the State Officials and Employees Ethics Act shall be fulfilled through completion of the Administrator's Report of Absence or Administrator's Application for Vacation forms. Additionally, each employee shall complete a "Daily Log Sheet" record (which provides date-specific documentation) that will be utilized for the recording of time worked, i.e. sign-in/sign-out). Such time must be reported on at least a quarter-hour basis and maintained in either paper or electronic format by the applicable fiscal office for a period of at least two (2) years.

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results in an interference with normally and such interference could not be resolved, utilization of available paid leave benefits or declaration of personal time off without compensation must be recorded. The Administrator's Report of Absence or Administrator's Application for Vacation forms will be utilized for the recording of benefit usage or unpaid time taken for such purposes. The date(s) and total amount of time taken for this purpose during the reporting period must be recorded in the "Comments" section of the Benefits Usage Form. Such time must be reported on at least a quarter-hour basis and maintained in either paper or electronic format by the applicable fiscal office for a period of at least two (2) years.