

MICHIGAN STATE UNIVERSITY

June 11, 2025

MEMORANDUM

TO: Executive Leadership Team, Deans, Directors and Chairs

FROM: Nicole Simi, Policy Analyst
Marilyn K. Tarrant, Associate Vice President and Chief Audit,
Risk and Compliance Officer

SUBJECT: Policy Announcement #5

Please disseminate this memorandum to members of your Unit/Department as applicable. Your assistance in ensuring this information reaches all relevant parties is greatly appreciated.

Please be advised the official University policies are located on the [University Policies website](#) and are the most current versions. Any printed copies may not reflect the latest revisions.

Note the first table (Table 1) is a list of University-wide policies that are new, revised or retired. The second table (Table 2) provides a summary of the changes made to the revised policy or highlights of the new policy.

Please contact Nicole Simi via [email](#) if you have any questions or need further assistance.

The following policies are new, revised or retired from the University Policies website (Table 1):

Administration and Operations Policies			
Policy #	Policy Title/Link	New/Revised/Retired	Effective Date
UW-02-09	Delegation of Signature Authority	New	February 17, 2025
UW-02-10	MSU Surplus Store-MBP Section 222	Revised	May 20, 2025



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Ethics, Integrity and Compliance Policies			
Policy #	Policy Title/Link	New/Revised/Retired	Effective Date
UW-03-11	NAGPRA Policy and Procedures	Revised	December 18, 2024
UW-03-03	Name, Gender, Sexual Identity and Pronoun Data Policy	Retired	January 21, 2025
UW-03-10	Chosen Name and Pronoun Policy	New	January 21, 2025
UW-03-02	Clery Act Compliance Policy	Revised	January 27, 2025
UW-03-09	Anti-Trafficking in Persons Compliance Policy and Plan	Revised	February 28, 2025
Finance Policies			
UW-05-02	Fiscal Officer Responsibility-MBP Section 1	Revised	February 14, 2025
Human Resources Policies			
Policy #	Policy Title / Link	New/Revised/Retired	Effective Date
UW-07-06	Support Staff Disciplinary Action Policy and Procedure	Revised	August 30, 2024
UW-07-04-I	Interim Policy on Protection from Retaliation for Reporting Misconduct	New	December 1, 2024
UW-07-05-I	Interim Policy on Criminal Background Check, Disclosures, and Professional Misconduct Review for Faculty, Academic Staff, and Executive Management Appointments Policy	New	February 17, 2025
UW-07-02	Earned Sick Time Act Policy	New	March 20, 2025
UW-07-03-I	Interim Earned Sick Time Act Policy for Non-Union Support Staff	New	March 20, 2025
Faculty and Academic Staff Affairs Policies			
UW-10-01	Paid Family Sick Leave for Faculty and Academic Staff	New	March 24, 2025

The following is a summary of the new, revised or retired policies (Table 2):

Administration and Operations Policies		
Policy #	Policy Title	Comments
UW-02-09	Delegation of Signature Authority	Revision of prior memorandum format into the University-wide policy template.
UW-02-10	MSU Surplus Store – MBP Section 222	Revision of existing policy into the University-wide policy template, including adding a Definitions section. Clarified who negotiations were between for credit for equipment declared reusable.
Ethics, Integrity and Compliance Policies		
Policy #	Policy Title	Comments
UW-03-11	NAGPRA Policy and Procedures	Existing policy that was converted to the University-wide policy template.
UW-03-03	Name, Gender, Sexual Identity and Pronoun Data Policy	Policy retired and replaced with Chosen Name and Pronoun Policy.
UW-03-10	Chosen Name and Pronoun Policy	This policy supports the MyIdentity initiative.
UW-03-02	Clery Act Compliance Policy	Hazing added as a Clery reportable crime; title change of the Clery Act.
UW-03-09	Anti-Trafficking in Persons Compliance Policy and Plan	This policy is a requirement to receive certain Federal Contracts and protects individuals hired on certain Federal Contracts abroad. This was revised from a previous format into the University-wide policy template.
Finance Policies		
UW-05-02	Fiscal Officer Responsibility-MBP Section 1	Policy revised as follows: <ul style="list-style-type: none"> • Clarified Fiscal Officer definition and responsibility, and that Fiscal Officer delegates are included. • Added requirement for completion of Fiscal Officer Responsibility training. • Enhanced explanation of requirement for account review. • Added four pillars of account review.

		<ul style="list-style-type: none"> • Clarified language about overdrafts and which accounts are subject to automatic correction. • Added links to reference documents, FAQ.
Human Resources Policies		
Policy #	Policy Title	Comments
UW-07-06	Support Staff Disciplinary Action Policy and Procedure	This policy was previously updated on the MSU HR website in August 2024, but was recently updated to the University-wide policy template and added to the University Policies website on April 4, 2025.
UW-07-04-I	Interim Policy on Protection from Retaliation for Reporting Misconduct	The University is committed to fostering a safe and respectful learning and working environments for all members of the MSU community. MSU has a longstanding gap in its policy for addressing retaliation when reporting misconduct. A need existed to issue a policy to protect employees from retaliation when reporting misconduct. This interim policy will serve as a temporary but critical measure to safeguard the community while a comprehensive, permanent policy is developed through the standard review and approval process.
UW-07-05-I	Interim Policy on Criminal Background Check, Disclosures, and Professional Misconduct Review for Faculty, Academic Staff, and Executive Management Appointments Policy	This interim policy will only apply to Faculty, Academic Staff, and Executive Management. A professional misconduct screening has been added to the hiring process, in addition to the criminal background check process. This policy will be phased in through a pilot program in five participating colleges/units: College of Communication Arts and Sciences, Libraries, Lyman Briggs College, Office of Research and Innovation, and Office for Civil Rights and Title IX Education and Compliance. This interim policy will also apply to all executive management

		and academic management hires that are hired through a search firm process.
UW-07-02	Earned Sick Time Act Policy	Eligible employees accrue paid Michigan Earned Sick Time Act (ESTA) leave to use for their own or their family members' medical needs; for purposes related to a public health emergency; and for purposes related to domestic violence and sexual assault.
UW-07-03-I	Interim Earned Sick Time Act Policy for Non-Union Support Staff	The Michigan Earned Sick Time Act (ESTA), effective February 21, 2025, requires immediate changes for some groups of employees. One such group is non-union regular support staff. While this group of employees already earns sick time per the Support Staff Policy & Procedure for Sick Time, the Act requires that units follow additional provisions related to their sick time (earned per the Support Staff Policy & Procedure for Sick Time) for the first 72 hours used per fiscal year (July 1 – June 30).
Faculty and Academic Staff Affairs Policies		
UW-10-01	Paid Family Sick Leave for Faculty and Academic Staff	This policy brings clarity and consistency to longstanding practices and aligns with the Michigan Earned Sick Time Act (ESTA), addressing an area of MSU's leave policies that previously lacked clear definition.