



 Policies

Human Resources Policy

Policies and Procedures for Personnel Management and Organizational Conduct

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 Last Updated: July 2025

✓ Effective August 1, 2025

 Version 25.1

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PURPOSE	The purpose of this policy is to establish fair, consistent, and compliant procedures for the recruitment, development, management, and evaluation of personnel at Intellectual Point.
RESPONSIBLE AUTHORITY	The SVP, Compliance & Accreditation is responsible for the oversight and enforcement of this policy.
IMPLEMENTATION	Implementation of this policy is carried out by the Human Resources department in coordination with department heads and executive leadership.
APPLICABILITY	This policy applies to all employees of Intellectual Point, including full-time, part-time, instructional, and administrative staff.
EFFECTIVE DATE	August 1, 2025

POLICY

1. Employee Handbook

The Employee Handbook is the publication that contains all the regulations regarding employment at the institution. Updates to this publication are notified to all employees via email.

2. Policies and Procedures Manual

Intellectual Point's employees, students and the Advisory Committee Members are provided access to the institution's Policies and Procedures Manual. The Policy and Procedures manual includes all policies, plans and guidelines of the institution. Updates to this publication are notified to employees and students via email.

3. Applicants with Credentials from Foreign Countries

Applicants for employment with Intellectual Point are provided with a list of accepted credential evaluators. Official evaluations must be submitted by the evaluation agency directly to Intellectual Point.

4. New Employee Orientation

New Employees receive orientation by a trained current employee regarding their future responsibilities, and according to the New Employee Orientation. New employees receive access to the institution's employee manual, policies and procedures manual, as well as the institution's catalog. The signed New Employee Orientation Form is included as permanent records in the employee's file.

5. Employee Files

Employee files are exactly organized and contain the information as per compliance review processes.

6. Employee Annual Review

An annual performance review is conducted each year for all employees by their direct supervisor according to their Employee Annual Review. A Professional Development Plan for the following 12 months is also completed during the evaluation meeting. Both documents are permanently included in the employee's file.

7. Job Descriptions

A job description is provided to each employee at the time of hire with a summary of their duties and included permanently in their file.

8. Professional Development Plan

This form is part of the annual review of each employee and includes the plan for the employee's professional development for the next 12 months. All personnel are required to complete a minimum of 8 continuing education hours annually. Copy of the certificates are made part of the employee records.

9. Employee Grievances

Employee grievances are treated with the utmost confidentiality and respect. The Employee Grievance policy is included in the Employee Handbook.

EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this policy is the responsibility of the Senior Vice President for Software Engineering, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the Senior Vice President of Software Engineering via email, who will follow up accordingly.

BUDGET

The funding necessary for the implementation of this policy is allocated in the institution's annual operating budget under the line item "Operations and Maintenance" Revisions to the funding need approval by the Chief Financial Officer.

REVISIONS

Revisions to this policy are to be approved at one of the Institutional Assessment and Improvement meetings. Personnel is informed of revisions via email. Revisions are published at the staff and student webpage.

POLICY AVAILABILITY

Intellectual Point's policies and procedures are available for review by administrative staff, faculty, advisory members, and students at <https://compliance.intellectualpoint.com>.