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Office of the Vice Chancellor
for Administration and Finance

M E M O R A N D U M

To: Deans, Directors, and Department Heads
From: Joyce Hatch, Vice Chancellor for Administration and Finance
Subject: Amherst Campus Policies
Date: March 8, 2005

The University annually informs employees of specific policies of the Board of Trustees that relate to our business conduct. These policies include the following:

- Principles of Employee Conduct (Doc. T96-136, as amended)
http://www.umassp.edu/policy/personnel/emp_condct.html
- Policy of Fraudulent Financial Activities (Doc. T00-051)
http://www.umassp.edu/policy/fiscal/fraudu_policy.html

Particular attention should be given to the provision on authorizing or receiving payments for hours not worked.

- State Conflict of Interest Law provisions of Chapter 268A
<http://www.mass.gov/ethics/web268A.htm>
- University Data and Computing Policies and Guidelines (Doc. T97-010, as amended)
<http://www.umassp.edu/policy/data/data.html>

Please contact the Amherst Campus Controller's Office at 545-0806 if you need hard copies of the above referenced policies or have any questions about the material contained therein. The documents can also be found on the web at www.umass.edu/policies/list.html, the UMass Amherst Policies and Procedures page.

Please let me know if you have any concerns. I appreciate your cooperation and ask that you disseminate this information so that all employees can become cognizant of their individual responsibilities regarding business conduct.

Thank you.