

Department of Music Office Policies and Procedures (11.16.10)

http://www.cafm.vt.edu/dbmg/_links_policies_procedures.php

Department Staff

Glenda Dalton: Fiscal Technician and Administrative Assistant to the Dept. Head

Tammy Henderson: Administrative Assistant and Academic Support Specialist

Michele Klawitter: Administrative Assistant: Recruiting and Scholarship, Bands

Academics: *The Administrative Assistant and Academic Support Specialist* handles all grade changes, force adds, change of major forms, timetable of classes, and is the coordinator for student orientation.

Calendar: All requests and submissions to the departmental online calendar must be made to *Elizabeth Crone* at <mailto:ecrone@vt.edu>.

Contracts: <http://www.policies.vt.edu/3015.pdf> (See section 3.2 Departmental Responsibilities)

All contracts and letters of agreement must be reviewed, approved, and executed by the *department head*.

Copying:

Tests/Exams: *Administrative Assistant and Academic Support Specialist*

Bands/Programs: *Administrative Assistant: Recruiting and Scholarship, Bands.*

Note: The risograph duplicator machine should be used on jobs requiring more than 25 copies.

Event Arrangements: Rentals, reservations, etc., *Administrative Assistant: Recruiting and Scholarship, Bands.*

Funds Handling Procedures: Faculty members are not allowed to receive cash. The *Administrative Assistant and Academic Support Specialist* is the cashier (authorized to take cash). The *Administrative Assistant: Recruiting and Scholarship, Bands* is the depositor. The *Fiscal Technician and Administrative Assistant to the Dept. Head* is back up for both the cashier and depositor, and is the reconciler.

Human Resources: The *Fiscal Technician and Administrative Assistant to the Dept. Head* is the PeopleAdmin and HR representative for the department.

Leave and Hours Worked Reports:

The *Fiscal Technician and Administrative Assistant to the Dept. Head* is the leave representative for the department. All leave (including sick leave) must be reported to the department leave representative.

Library: The *Administrative Assistant and Academic Support Specialist* is the ensemble music librarian for the department. All departmental-owned ensemble music (orchestra, band, choral, chamber) must be checked out from the library and entered into the database as either purchased, checked out, or returned.

Locker/Key/Instrument Rentals: The *Administrative Assistant and Academic Support Specialist* handles all locker, key, and instrument rentals, including department billing for the Bursar's Office.

Mail: All departmental mail is handled according to university and departmental funds- handling procedures. The *Administrative Assistant and Academic Support Specialist* and *Administrative Assistant: Recruiting and Scholarship, Bands* handle all departmental mail. Mail marked confidential is not opened.

Maintenance Requests: The *Administrative Assistant and Academic Support Specialist* is liaison for Squires maintenance requests.

Media Duplication: Music faculty members are allowed one complimentary cd/dvd of all departmental performances. Department head approval is required for any large cd/dvd reproduction runs. The *Administrative Assistant and Academic Support Specialist* handles all media duplication.

Payroll (student/wage): The *Fiscal Technician and Administrative Assistant to the Dept. Head* is the Payroll coordinator and the payroll reconciler. The *Administrative Assistant and Academic Support Specialist* monitors timesheets and enters payroll hours according to university policies.

Piano Tuning: All piano-tuning requests must be pre-approved by the *department head*. Harry Doss is the piano technician for the department.

Phones: http://www.cns.vt.edu/accounts_monthlyReview.html

The university telecommunications systems are for official use. Personal use is strictly prohibited and is considered to be misuse of state resources. The *Fiscal Technician and Administrative Assistant to the Dept. Head* is the communication network services liaison for the department.

Printing: <http://www.purch.vt.edu/Department/Procedures/printing.html>

All printing requests (posters, mailers, flyers, etc.) must be pre-approved by the department head and purchased through the HokieMart system. *Because university policy grants the printing department the first right for printing work, it is not ethical to contact commercial printers for quotes or estimates until after a release has been obtained from Univ. Printing Services.* The *Administrative Assistant: Recruiting and Scholarship, Bands* is the liaison for printing requests.

Programs: All program material (student, ensemble, faculty/guest artist) must be proofed and submitted at least three weeks in advance to the *Administrative Assistant: Recruiting and Scholarship, Bands*.

Purchasing: <http://www.purch.vt.edu/Department/Procedures/Intro.html>
<http://www.purch.vt.edu/Department/Procedures/inapp.html>

- All departmental purchases require pre-approval from the department head. If faculty members purchase items on behalf of the department without pre-approval from the department head, the university reserves the right **not** to reimburse the faculty member.
- All departmental purchases are made through HokieMart, the university's online purchasing system.
- The *Fiscal Technician and Administrative Assistant to the Dept. Head* is the Purchasing coordinator for the department.
- Music/textbook ordering: The *Administrative Assistant and Academic Support Specialist* orders all music and textbooks for the department.

Records Management Services: <http://www.facilities.vt.edu/tcs/records/>

The Department must follow the university and state retention schedule for records management (hard copies and electronic) in accordance with the Virginia Public Records Act of 1976 and other polices. The *Fiscal Technician and Administrative Assistant to the Dept. Head* is appointed to represent the department as Records Coordinator.

Surplus:

All university property that is excess to the needs of the Department of Music must enter the disposal process. We assume immediate physical responsibility for safeguarding property in our possession. If you have excess property, notify the *Fiscal Technician and Administrative Assistant to the Dept. Head*. The *Department Head* may act to transfer property to another department, but cannot sell property to an individual or commercial firm.

Travel: http://www.co.vt.edu/accounting_operations/accounting_services/Travel/index.html

- Students, faculty, staff, and guests travelling on official university business must be pre-approved by the department head. All travelers must fill out a Virginia Tech Travel Estimate and Approval Form prior to travelling or incurring any travel-related expenses. See links to travel....
- International travel requires additional approval.
- All Travel Estimate and Approval Forms must be completed and turned in to the *Fiscal Technician and Administrative Assistant to the Dept. Head* for department head approval.
- All travel arrangements and reimbursements, including airlines, lodging, fleet services, large-group, and conference registration fees, etc., are handled by the *Administrative Assistant: Recruiting and Scholarship, Bands*.
- (Note: All requests for vehicles from Fleet Services must be pre-approved by the department head.)
- Advance Lodging Payments - <http://www.co.vt.edu/Procedures/p20335b.html>
- Once authorized travel has been completed, original, itemized receipts must be submitted to The *Administrative Assistant: Recruiting and Scholarship, Bands* to begin the reimbursement process.

Worker's Compensation: <http://www.hr.vt.edu/benefits/workerscomp/index.html>

An injured employee (with a medical *or* non-medical injury) is required to immediately report an accident or illness directly to the *Department Head*.