

Policy Change Log - March 2020

Minor Edits

Minor edits include reformatting text, correcting typos, and updating links and contact information.

Title	Link
0602 - University of North Carolina at Chapel Hill Policy on Acquisition of Equipment	https://unc.policystat.com/policy/4486592/latest/
0602.1 - University of North Carolina at Chapel Hill Procedure on Receiving Gifts of Equipment to the University	https://unc.policystat.com/policy/4487110/latest/
0602.2 – University of North Carolina at Chapel Hill Procedure on Trading in Equipment	https://unc.policystat.com/policy/4473970/latest/
0602.3 - University of North Carolina at Chapel Hill Procedure on Transferring Equipment to the University	https://unc.policystat.com/policy/4486849/latest/
0602.4 - University of North Carolina at Chapel Hill Procedure on Equipment Fabrication	https://unc.policystat.com/policy/4469447/latest/
0603 - University of North Carolina at Chapel Hill Policy on Equipment Inventory and Reporting	https://unc.policystat.com/policy/4474009/latest/
0603.1 - University of North Carolina at Chapel Hill Procedure on Tagging New Equipment	https://unc.policystat.com/policy/4474014/latest/
0603.2 - University of North Carolina at Chapel Hill Procedure on Reporting Equipment Missing or Stolen During Normal Operations	https://unc.policystat.com/policy/4474015/latest/
0603.3 - University of North Carolina at Chapel Hill Procedure on Reporting Equipment Missing During Physical Inventory	https://unc.policystat.com/policy/4473952/latest/
0603.4 - University of North Carolina at Chapel Hill Procedure on Reporting University Equipment Movement On and Off Campus	https://unc.policystat.com/policy/4474016/latest/
0603.5 - University of North Carolina at Chapel Hill Procedure on Transfer or Sale of Equipment Between University Departments	https://unc.policystat.com/policy/4474010/latest/
0603.6 – University of North Carolina at Chapel Hill Procedure on Transfer of Equipment to Other Institutions	https://unc.policystat.com/policy/4474019/latest/
0604 - University of North Carolina at Chapel Hill Policy on University-Owned Surplus Property	https://unc.policystat.com/policy/6420563/latest/
0604.1 - University of North Carolina at Chapel Hill Procedure on Disposing of University-Owned Surplus Property	https://unc.policystat.com/policy/4474007/latest/
0701 - University of North Carolina at Chapel Hill Policy on Encumbrances	https://unc.policystat.com/policy/7478217/latest/
0702 - University of North Carolina at Chapel Hill Policy on Cash Discounts for Vendor Payments	https://unc.policystat.com/policy/7009199/latest/
0703 - University of North Carolina at Chapel Hill Policy on Advance Payments for Vendors	https://unc.policystat.com/policy/7009287/latest/
0704 - University of North Carolina at Chapel Hill Policy on Distribution of Checks for Goods and Services	https://unc.policystat.com/policy/7009772/latest/
0704.1 - University of North Carolina at Chapel Hill Procedure on Distributing Checks	https://unc.policystat.com/policy/6896638/latest/
0705 - University of North Carolina at Chapel Hill Policy on Sales and Use Tax Exemption	https://unc.policystat.com/policy/7009666/latest/

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0705.1 - University of North Carolina at Chapel Hill Procedure on Notifying Vendors of the University's Tax Exempt Status	https://unc.policystat.com/policy/4616202/latest/
0706 - University of North Carolina at Chapel Hill Policy on Student Service Awards	https://unc.policystat.com/policy/6952448/latest/
0706.1 - University of North Carolina at Chapel Hill Procedure on Paying Student Service Awards	https://unc.policystat.com/policy/7009593/latest/
0707 - University of North Carolina at Chapel Hill Policy on NC Income Tax Withholding Requirement for Non-Wage Compensation Paid to Nonresidents	https://unc.policystat.com/policy/4612227/latest/
0707.1 - University of North Carolina at Chapel Hill Procedure on Payments for Personal Services of a Non-North Carolina Resident	https://unc.policystat.com/policy/7009488/latest/
0708 - University of North Carolina at Chapel Hill Policy on Independent Contractor	https://unc.policystat.com/policy/7009231/latest/
0708.1 - University of North Carolina at Chapel Hill Procedure on Independent Contractor Predetermination Process	https://unc.policystat.com/policy/7009470/latest/
0708.2 - University of North Carolina at Chapel Hill Procedure on Paying an Independent Contractor	https://unc.policystat.com/policy/7009305/latest/
0708.3 - Procedure on Requesting and Paying a One-Day Speaker	https://unc.policystat.com/policy/6784559/latest/
0709 – University of North Carolina at Chapel Hill Policy on Federal and State Tax Withholding Requirements for Payments to Non-Resident Aliens Performing Services in the United States	https://unc.policystat.com/policy/4862325/latest/
0709.1 - University of North Carolina at Chapel Hill Procedure on Completing Tax Withholding Forms as a Non-Resident Alien Performing Services in the United States	https://unc.policystat.com/policy/4870249/latest/
0710.1 - University of North Carolina at Chapel Hill Procedure on Receiving Purchased Items	https://unc.policystat.com/policy/4616367/latest/
0711.1 – University of North Carolina at Chapel Hill Procedure on Returning Merchandise to Vendors	https://unc.policystat.com/policy/4616375/latest/
0713 – University of North Carolina at Chapel Hill Policy on Extended Workday Meals	https://unc.policystat.com/policy/4862255/latest/
1105 - Payroll Distribution Policy	https://unc.policystat.com/policy/6169475/latest/
1108 - University of North Carolina at Chapel Hill Policy on Statutory Deductions	https://unc.policystat.com/policy/4664492/latest/
1109 - University of North Carolina at Chapel Hill Policy on Non-Statutory Deductions	https://unc.policystat.com/policy/4473838/latest/
1114 - University of North Carolina at Chapel Hill Policy on W-2 Annual Earnings Statements	https://unc.policystat.com/policy/4473841/latest/
1119 - University of North Carolina at Chapel Hill Policy on Foreign National Scholarship/Fellowship Awardee	https://unc.policystat.com/policy/4639605/latest/
1119.1 - University of North Carolina at Chapel Hill Procedure on Completing Tax Withholding Forms as a Foreign National Scholarship/Fellowship Awardee	https://unc.policystat.com/policy/4483145/latest/
1218 - University of North Carolina at Chapel Hill Policy on Vendor Documentation	https://unc.policystat.com/policy/6257655/latest/
1218.1 - University of North Carolina at Chapel Hill Procedure on Determining Vendor Documentation	https://unc.policystat.com/policy/7516507/latest/

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1227 - University of North Carolina at Chapel Hill Policy on Unauthorized Purchases	https://unc.policystat.com/policy/7766299/latest/
1228 - University of North Carolina at Chapel Hill Policy on Purchased Goods as Property of the State	https://unc.policystat.com/policy/7766343/latest/
1242 - University of North Carolina at Chapel Hill Policy on Delayed Receiving/Payment for Special Acceptance Consideration	https://unc.policystat.com/policy/7298027/latest/
1251 - University of North Carolina at Chapel Hill Small Order Policy	https://unc.policystat.com/policy/7690409/latest/
1252 - University of North Carolina at Chapel Hill Policy on Small Order Purchase Via Purchasing Card	https://unc.policystat.com/policy/7436680/latest/
1252.1 - University of North Carolina at Chapel Hill Procedure on Obtaining a Purchasing Card	https://unc.policystat.com/policy/5956795/latest/
1252.2 - University of North Carolina at Chapel Hill Procedure on Using a Purchasing Card	https://unc.policystat.com/policy/7436727/latest/
1252.3 - University of North Carolina at Chapel Hill Procedure on Reconciling a Purchasing Card (P-Card)	https://unc.policystat.com/policy/5124688/latest/
1262 - University of North Carolina at Chapel Hill Policy on Office Decor	https://unc.policystat.com/policy/7731068/latest/
1263.1 - University of North Carolina at Chapel Hill Procedure on Paying for Business Entertainment Expenses	https://unc.policystat.com/policy/6638923/latest/
1266 - University of North Carolina at Chapel Hill Policy on Radioactive Materials	https://unc.policystat.com/policy/7766255/latest/
1270 - Policy on Employee Moving Expense Reimbursements	https://unc.policystat.com/policy/7315720/latest/
1276 - University of North Carolina at Chapel Hill Policy on Office, Lounge, and Institutional Furniture	https://unc.policystat.com/policy/7731038/latest/
1277 - University of North Carolina at Chapel Hill Policy on Radiation-Producing Equipment	https://unc.policystat.com/policy/7726468/latest/
1278 - University of North Carolina at Chapel Hill Policy on Departmental Evaluation of Equipment	https://unc.policystat.com/policy/7297228/latest/
1279 - University of North Carolina at Chapel Hill Policy on Used Equipment	https://unc.policystat.com/policy/7685644/latest/
1503 - Policy on Travel Advances and Reimbursements	https://unc.policystat.com/policy/6978524/latest/
1505 - Policy on Business Travel Card Program	https://unc.policystat.com/policy/6676583/latest/
1505.1 - Procedure on Applying for a Diners Club Card	https://unc.policystat.com/policy/6676687/latest/
Additional Employment Policy	https://unc.policystat.com/policy/6943250/latest/
Administrative Absence Leave (SHRA)	https://unc.policystat.com/policy/5217815/latest/
Adverse Decision Letter	https://unc.policystat.com/policy/4469831/latest/
Alert Carolina System Protocols	https://unc.policystat.com/policy/5979097/latest/
ARRA - Temporary Position Recruitment Request	https://unc.policystat.com/policy/4469856/latest/
Bonus Leave	https://unc.policystat.com/policy/5427211/latest/
Career Banding	https://unc.policystat.com/policy/5219859/latest/
Career Transition Counseling Services	https://unc.policystat.com/policy/5427194/latest/
Civil Leave	https://unc.policystat.com/policy/5217837/latest/
Community Service Leave	https://unc.policystat.com/policy/5219916/latest/

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Compensation Program for EHRA Non-Faculty Employees (IRPS & SAAO Tier II)	https://unc.policystat.com/policy/5427191/latest/
Confidentiality of Personnel Information	https://unc.policystat.com/policy/5220125/latest/
Departmental Recognition Policy	https://unc.policystat.com/policy/7744809/latest/
Determining Time Worked	https://unc.policystat.com/policy/5230106/latest/
Dual Employment	https://unc.policystat.com/policy/5219848/latest/
Educational Assistance Program	https://unc.policystat.com/policy/5219811/latest/
EHRA Non-Faculty Employees Dispute Resolution & Grievances	https://unc.policystat.com/policy/4483428/latest/
EHRA Non-Faculty Instructional, Research & Public Service Positions	https://unc.policystat.com/policy/5071424/latest/
EHRA Non-Faculty Leave Transfer or Payout Policy	https://unc.policystat.com/policy/4483406/latest/
EHRA Non-Faculty Position Categories	https://unc.policystat.com/policy/4483414/latest/
EHRA Non-Faculty Position Creation, Modification, Review & Reorganization	https://unc.policystat.com/policy/4483430/latest/
EHRA Non-Faculty Senior Academic Administrative Officers (SAAO) Positions	https://unc.policystat.com/policy/5071407/latest/
Employee Assistance Program	https://unc.policystat.com/policy/4483434/latest/
Employee Assistance Program (EAP)	https://unc.policystat.com/policy/4483434/latest/
Employment of Related Persons (Nepotism) Policy	https://unc.policystat.com/policy/5216123/latest/
Employment Policies for EHRA Non-Faculty Instructional, Research, and Public Service Staff, and Tier II Senior Academic and Administrative Officers	https://unc.policystat.com/policy/5229150/latest/
Employment Policies for EHRA Non-Faculty Tier I Senior Academic & Administrative Officer Employees	https://unc.policystat.com/policy/5229569/latest/
End of Appointment: EHRA Non-Faculty	https://unc.policystat.com/policy/5219764/latest/
Evaluation of EHRA Non-Faculty Performance	https://unc.policystat.com/policy/4483386/latest/
Facilitated Conversations	https://unc.policystat.com/policy/5437045/latest/
Family & Medical Leave (FMLA)	https://unc.policystat.com/policy/5209867/latest/
Family Illness Leave	https://unc.policystat.com/policy/5209798/latest/
Finance Form 712.1.1f - Unrelated Business Income Tax Compliance Questionnaire	https://unc.policystat.com/policy/6403037/latest/
Finance Glossary	https://unc.policystat.com/policy/7499046/latest/
Finance Related Data 1218.1.1rd - Guidelines for Vendor Documentation	https://unc.policystat.com/policy/7529298/latest/
Finance Related Data 1263.1.1rd - Appropriate Accounts for Business Entertainment Expenses by Allowable Fund Types	https://unc.policystat.com/policy/7766241/latest/
Flexible Work Arrangements for SHRA and EHRA Non-Faculty Employees	https://unc.policystat.com/policy/5431144/latest/
FMLA Military Caregiver/Qualifying Exigency Leave	https://unc.policystat.com/policy/5230145/latest/
Form I-9 Information for Departments	https://unc.policystat.com/policy/5220136/latest/
Funding Contingencies for EHRA Non-Faculty Appointments	https://unc.policystat.com/policy/5429982/latest/
Guidelines for Review of Center and Institute Directors	https://unc.policystat.com/policy/4491124/latest/
Guidelines for Review of Certain Administrative Officers	https://unc.policystat.com/policy/4483383/latest/

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Guidelines on School/Division/Major Center/Unified Business Cluster (UBC) Searches for Information Technology, Financial & Human Resources Key Leadership Positions	https://unc.policystat.com/policy/5431153/latest/
Hiring Temporary Employees	https://unc.policystat.com/policy/5431448/latest/
Holidays & Holiday Pay Policy	https://unc.policystat.com/policy/6450537/latest/
Improper Relationships Between Students & Employees	https://unc.policystat.com/policy/5219879/latest/
Internal Only Recruitment for SHRA Positions	https://unc.policystat.com/policy/5431457/latest/
Job Posting, Recruitment and Selection in Career Banding	https://unc.policystat.com/policy/5431150/latest/
Layoff (SHRA)	https://unc.policystat.com/policy/5431163/latest/
Leave without Pay	https://unc.policystat.com/policy/5217949/latest/
Legal Defense	https://unc.policystat.com/policy/5430151/latest/
Limitations of Political Activities	https://unc.policystat.com/policy/5209806/latest/
Longevity Pay	https://unc.policystat.com/policy/5215772/latest/
Manager Resource Guide for SHRA (SPA) Layoffs	https://unc.policystat.com/policy/4469874/latest/
Military Leave	https://unc.policystat.com/policy/5219936/latest/
Minimum Salary Requirements for EHRA Non-Faculty	https://unc.policystat.com/policy/5429969/latest/
New Employee Orientation Program	https://unc.policystat.com/policy/5430572/latest/
New Employment (EHRA Non-Faculty)	https://unc.policystat.com/policy/5429653/latest/
Non-Salary And Deferred Compensation	https://unc.policystat.com/policy/5066676/latest/
Office of Sponsored Research - 700.01 - Overview of Project Closeout Responsibilities	https://unc.policystat.com/policy/7802078/latest/
On-Call & Emergency Callback Pay	https://unc.policystat.com/policy/5209907/latest/
Out-of-Cycle Salary Increase Requests (EHRA Non-Faculty)	https://unc.policystat.com/policy/5071495/latest/
Overtime & Compensatory Time for SHRA Exempt Employees	https://unc.policystat.com/policy/5216076/latest/
Overtime & Compensatory Time Off for SHRA Non-Exempt Employees	https://unc.policystat.com/policy/5215850/latest/
Pandemic and Communicable Disease Emergency Policy	https://unc.policystat.com/policy/7824105/latest/
Policy on Protection of Minors	https://unc.policystat.com/policy/7237381/latest/
Policy on Release of New-Student Information	https://unc.policystat.com/policy/7787055/latest/
Policy on Unpaid Volunteers, Interns and Visiting Scholars	https://unc.policystat.com/policy/4745224/latest/
Political Activities of EHRA Employees: Candidacy & Officeholding	https://unc.policystat.com/policy/4483420/latest/
Probationary Period & Career Status for SHRA Employees	https://unc.policystat.com/policy/5225004/latest/
Procedure for Protection of Minors	https://unc.policystat.com/policy/7237429/latest/
Procedures for Reporting and Responding to Complaints of Discrimination, Harassment, and Related Misconduct Involving a University Employee as the Responding Party	https://unc.policystat.com/policy/7857520/latest/
Processing Non-Resident Aliens & Foreign Nationals	https://unc.policystat.com/policy/5224978/latest/
Reappointment and Extension (EHRA Non-Faculty & Students)	https://unc.policystat.com/policy/5430004/latest/

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Records Retention & Disposal Policy	https://unc.policystat.com/policy/5431468/latest/
Recruitment Advertising	https://unc.policystat.com/policy/5216055/latest/
Recruitment and Hiring Policy for SHRA Permanent Employment	https://unc.policystat.com/policy/5231738/latest/
Reporting of Criminal Convictions for Currently Employed Faculty and Staff	https://unc.policystat.com/policy/5430560/latest/
Salary Increase Guidelines	https://unc.policystat.com/policy/5430767/latest/
Salary/FTE Changes	https://unc.policystat.com/policy/5071512/latest/
School of Nursing: Contract Process For Fixed-Term Faculty	https://unc.policystat.com/policy/7826745/latest/
Secondary Employment	https://unc.policystat.com/policy/5219861/latest/
Separation & Retreat Policy for Senior Academic & Administrative Officers	https://unc.policystat.com/policy/5219778/latest/
Separations & Terminations (SHRA)	https://unc.policystat.com/policy/5219970/latest/
Service Date Information	https://unc.policystat.com/policy/6450264/latest/
SHRA (SPA) Employee Layoff Resource Guide	https://unc.policystat.com/policy/4469817/latest/
SHRA Direct Hire Temporary Compensation & Wage-Hour Administration	https://unc.policystat.com/policy/5219976/latest/
SHRA Direct Hire Temporary Hiring, Benefits Eligibility & Termination	https://unc.policystat.com/policy/5219976/latest/
SHRA Direct Hire Temporary Overview and Appointment Types	https://unc.policystat.com/policy/5215979/latest/
SHRA Dispute resolution & Grievances	https://unc.policystat.com/policy/5230165/latest/
SHRA One-Time Recruitment Incentive Leave	https://unc.policystat.com/policy/5216005/latest/
SHRA to EHRA Non-Faculty Position Conversion	https://unc.policystat.com/policy/4483409/latest/
Sick Leave	https://unc.policystat.com/policy/5218026/latest/
Standard on Protection of Minors	https://unc.policystat.com/policy/7237834/latest/
Statement on Compensatory Time ("Comp Time") for EHRA Non-Faculty Employees	https://unc.policystat.com/policy/4483438/latest/
Supplemental Pay for EHRA Employees	https://unc.policystat.com/policy/4485763/latest/
UNC Police: General Order 00-01R13 - Rules and Regulations	https://unc.policystat.com/policy/7752628/latest/
UNC Police: General Order 00-02R4 - Oath of Office/Code of Ethics	https://unc.policystat.com/policy/7746922/latest/
UNC Police: General Order 00-03R3 - Mission, Vision, and Core Values	https://unc.policystat.com/policy/7747085/latest/
UNC Police: General Order 01-01R16 - Use of Force	https://unc.policystat.com/policy/7753837/latest/
UNC Police: General Order 02-03R3 - Planning and Research	https://unc.policystat.com/policy/7859053/latest/
UNC Police: General Order 11-18 - Emergency Phones (including Call Boxes)	https://unc.policystat.com/policy/7800515/latest/
Viewing Performance Ratings in ConnectCarolina	https://unc.policystat.com/policy/5431453/latest/