



Policy Review Committee

October 25, 2018 | 10:00 – 11:30 am

Pleasants Family Assembly Room

Wilson Library

AGENDA

Meeting goals:

- Discuss updates to University policies and procedures
- Share updates and/or concerns on current or pending policies
- Provide feedback to the Provost's Listening Tour Team

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| I. Opening and Introductions (5 minutes) | 10:00 – 10:05 |
| II. Policy Discussion Forum (20 minutes) | 10:05 – 10:25 |
| a. 1270 – Moving Expense Reimbursement | |
| b. 1107 - Policy on Required Payroll Taxes | |
| c. 1107.2 - Procedure for Payroll Reporting of Employees Who Work Outside of North Carolina | |
| d. Facilities Use Policy | |
| e. Facilities Use Standard | |
| f. Temporary Signage Form | |
| III. Updates from the Provost's Office (55 minutes) | 10:25 – 11:20 |
| IV. Policy Liaison Updates (5 minutes) | 11:20 – 11:25 |
| V. Wrap Up and Close (5 minutes) | 11:25 – 11:30 |

Next Meeting: Thursday, November 29, 2018, 10:00 – 11:30 am, Pleasants Family Room, Wilson Library

Upcoming Training

Extreme Makeover: UNC Policy Edition

Thursday, February 14, 10:00 – 11:30 a.m., AOB 1501-C

Tuesday, April 8, 10:00 – 11:30 a.m., AOB 1501-C

University Policy Management System (PolicyStat) Training

TBA following new PolicyStat UI release



Executive Summary

Policy Title: [1270 – Moving Expense Reimbursement](#)

Responsible Unit: Payroll Services

Issuing Officer: Walter Miller

Month Submitted for Review: October 2018

Policy Summary

This is a policy update to 1270 – Moving Expense Reimbursement which the Policy committee reviewed in June. The Moving Expense Reimbursement policy outlines who is eligible to receive a moving expense payment and the University's reaction to the Tax Cuts and Jobs Act which reinstated moving expense reimbursements as taxable.

Proposed Revisions

After the update release in June 2018 and in discussion with OHR, the policy was updated to include Post Doctoral employees as eligible recipients of a reimbursement. A significant FAQ question is also being added to help explain tax impact to the employee. Please note procedure 1270.1 is also being updated to clarify certain parts of the procedure. These changes did not constitute a major revision.

Interpretation/Implications of the Revisions

Post Docs can receive a moving expense reimbursement.

Stakeholders Impacted by the Revisions

Administrative persons who are processing moving expense payments and employees who are receiving moving expense payments.

Legal Review by Office of University Counsel

None

Review History

Office of Human Resources, Academic Personnel Office, Finance policy sub-committee, Accounts Payable



Executive Summary

Policy Title: [1107 - Policy on Required Payroll Taxes](#)

Responsible Unit: Payroll Services

Issuing Officer: Walter Miller

Month Submitted for Review: October 2018

Policy Summary

Policy 1107 acknowledges that Payroll Services withholds required taxes from paychecks.

Proposed Revisions

This policy is being revised to narrow its focus to payroll taxes. Previously, it included the direct deposit mandate which is covered in 1106 and benefits deductions which are also covered in 1108. There is also a new procedure 1107.2 – Procedure for Payroll Reporting of Employees who Work Outside of North Carolina

Interpretation/Implications of the Revisions

Payroll policies are being reviewed for clarity and focus. This policy is an example where redundant items were covered and have thus been removed.

Stakeholders Impacted by the Revisions

All employees who receive a paycheck.

Legal Review by Office of University Counsel

Ben Davidson has been engaged at different points on tax withholding policies and procedures.

Review History

Finance policy sub-committee

Executive Summary

Policy Title: [1107.2 - Procedure for Payroll Reporting of Employees Who Work Outside of North Carolina](#)

Responsible Unit: Payroll Services

Issuing Officer: Walter Miller

Month Submitted for Review: October 2018

Policy Summary

Procedure 1107.2 is a new procedure and details how to report persons who work outside of North Carolina to Payroll Services to aid in compliance with tax laws in those jurisdictions.

Proposed Revisions

This is a new procedure.

Interpretation/Implications of the Revisions

This provides campus administrators and employees who work outside of North Carolina a detailed procedure on how to report these persons to Payroll Services.

Stakeholders Impacted by the Revisions

Employees who work outside of North Carolina and their administrators.

Legal Review by Office of University Counsel

Ben Davidson has been engaged at different points on tax withholding policies and procedures.

Review History

Finance policy sub-committee, key administrators who hire persons working outside of North Carolina



Executive Summary

Policy Title: [Facilities Use Policy](#), [Facilities Use Standard](#), [Temporary Outdoor Signage Form](#)

Responsible Unit: Facilities Services

Issuing Officer: Anna Wu, AVC for Facilities Services

Month Submitted for Review: October 2018

Policy Summary

Together with the University's Facilities Use Policy, the University has established this Standard to establish requirements for the use of its Facilities to:

- 1) focus on its mission
- 2) provide a safe environment
- 3) preserve the aesthetics of the campus

Proposed Revisions

- 1) The revisions note that all units permitted to locally administer the scheduling of their Facilities must do so in a manner that conforms with this policy.
- 2) No banner, flag, sign, notice, advertisement, or document of any kind shall be attached to, nor shall any markings be made on, any building exterior, exterior wall, exterior door, window (including both interior and exterior faces), lamppost, tree, monument, or other exterior surface. Exceptions noted in the standard include University Sponsored Signage. Units must submit temporary university sponsored signage to Facilities Services using attached form.
- 3) All University units must manage interiors of windows. Display of signs and other messaging on, in or from external facing window interiors is prohibited. Each unit is responsible for compliance with this policy and must regulate the use of interior surfaces in Facilities assigned for their use.

Interpretation/Implications of the Revisions

- 1) The proposed revisions clarify facilities scheduling policy for consistency across campus.
- 2) The proposed revisions clarify the definition of temporary signage and standards to preserve the aesthetics of the campus.
- 3) Campus units are responsible for the management of all interior signage and outward facing messaging from exterior facing window interiors is prohibited. This standard is already in place in Residence Halls and brings a consistent standard to all University Buildings.

Stakeholders Impacted by the Revisions

Faculty, Students, and Staff

Legal Review by Office of University Counsel

Kristen Lewis

Review History

Dean's Office - College of Arts and Sciences

Christy Hurt and Christopher Payne - Student Affairs

Carol Tresolini - Office of the Provost