

**THE UNIVERSITY OF MICHIGAN
STANDARD PRACTICE GUIDE**

REVISAI.DOC WITH DATE TRANSFERRED ONLINE

REVISIONS, NEW SECTIONS, and DELETIONS

The following sections have been incorporated into the Standard Practice Guide as follows:

Page 1 of 10

<u>SECTION NUMBER</u>	<u>SECTION NAME</u>	<u>SUBJECT</u>	<u>DATE RECEIVED</u>	<u>DATE ISSUED</u>	<u>DATE REVISED or DELETED</u>	<u>DATE TRANSFERRED ON LINE</u>	<u>REVIEW DATE</u>
507.10-1	Purchasing	Travel and Business Hosting Expense Policies and Procedures for Concur Users - Addition of Appendix A	11/04/2009	10/15/2009	11/04/2009	09/14/2009	09/14/2013
507.10-2	Purchasing	Travel and Business Hosting Expense Policies and Procedures for non-Concur Users – Addition of Appendix A	11/04/2009	10/15/2009	11/04/2009	09/14/2009	09/14/2013
201.26-1	Human Resources	Season Days	10/08/2009		09/01/2009	10/09/2009	09/01/2012
201.38	Human Resources	Overtime	10/06/2009		11/01/2009	10/07/2009	11/1/2012
201.26	Human Resources	Holidays	10/06/2009		11/01/2009	10/07/2009	11/1/2012
303.3	Research	Policy Statement on the Integrity of Scholarship and Procedures for Investigating Allegations of Misconduct in the Pursuit of Scholarship and Research	09/16/2009		09/16/2009	09/18/2009	09/16/2013
501.7	Business and Financial Services	Research Subject Fees	09/18/2009	01/2/2001	07/01/2009	09/18/2009	09/08/2012
507.10-1	Purchasing	Travel and Business Hosting Expense Policies and Procedures for Concur Users (new section replaces 501.04-1)	09/14/2009	10/15/2009	09/14/2009	09/14/2009	09/14/2013
507.10-2	Purchasing	Travel and Business Hosting Expense Policies and Procedures for non-Concur Users (new section replaces 501.04-1)	09/14/2009	10/15/2009	09/14/2009	09/14/2009	09/14/2013
201.11-1	Human Resources	Sick Leave Plan - Academic Appointments	05/27/2009		05/18/2009	02/28/2009	05/18/2012
201.30-4	Human Resources	Scholarly Activity Leave	05/27/2009		05/18/2009	02/28/2009	05/18/2012
201-11-0	Human Resources	Sick Pay Plan	04/18/2009		04/21/2009	04/21/2009	04/21/2012
201.69	Human Resources	Moving and Relocation Expenses	04/22/2009		04/21/2009	04/22/2009	04/21/2013
201.89-0	Human Resources	Sexual Harassment	03/31/2009	09/01/80	04/01/2009	04/03/2009	04/01/2012
201.88	Human Resources and Affirmative Action	Notice of Non-reappointment	03/26/2009	03/01/1978	03/26/2009	03/26/2009	03/26/2014
201.11-1	Human Resources and Affirmative Action	Sick Plan Leave – Academic Appointments	03/26/2009	03/01/1978	03/26/2009	03/26/2009	03/26/2014
201.30-2	Human Resources	Sabbatical Leave	01/05/2009		01/07/2009	01/07/2009	01/07/2013
501.4-01	Business and Financial Services	Travel and Business Hosting Expense Policies and Procedures (update mileage rate)	12/21/2008		01/01/2009	12/23/2008	01/01/2010
501-10	Business and Financial Services	Policy on Effort Certification (change to procedure web site link)	12/01/2008	06/01/2005	12/01/2008	12/01/2008	06/01/2009
501.9	Business and Financial Services	Policy on Retroactive Salary Distribution Changes (change to procedure web site link)	12/01/2008	04/01/2005	12/01/2008	12/01/2008	07/01/2009
201.22	Human Resources	Recruitment and Selection of all Regular Faculty and Staff	11/12/2008	11/01/2008	11/12/2008	11/12/2008	11/01/2010
201.76	Human Resources	Promotional Openings Program (consolidated into 201.22)	11/12/2008		11/12/2008	11/12/2008	
201.59	Human Resources	Testing (consolidated into 201.22)	11/12/2008		11/12/2008	11/12/2008	

<u>SECTION NUMBER</u>	<u>SECTION NAME</u>	<u>SUBJECT</u>	<u>DATE RECEIVED</u>	<u>DATE ISSUED</u>	<u>DATE REVISED or DELETED</u>	<u>DATE TRANSFERRED ON LINE</u>	<u>REVIEW DATE</u>
201.47	Human Resources	Recruiting (consolidated into 201.22)	11/12/2008		11/12/2008	11/12/2008	
201.01	Human Resources	Application for Employment (consolidated into 201.22)	11/12/2008		11/12/2008	11/12/2008	
601/27	General University Policies and Procedures	Information Security Policy	10/14/2008	01/02/2008	10/14/2008	10/14/2008	01/02/2012
601.25	General University Policies and Procedures	Information Security Incident Reporting Policy	10/14/2008	07/10/2006	10/14/2008	10/14/2008	07/10/2010
601.12	General University Policies and Procedures	Institutional Data Resource Management Policy	10/14/2008	05/03/1994	10/14/2008	10/14/2008	01/24/09
303.01	Research	Policy for Research with Human Subjects	09/24/2008		05/21/2008	09/25/2008	05/21/2012
501.7	Research	Research Subject Fees	09/09/2008	01/02/2001	09/08/2008	09/10/2008	09/08/2012
201.69	Human Resources	Tuition Support Program	07/16/2008		07/07/2008	07/18/2008	07/07/2009
601.4	General University Policies and Procedures	Smoking on University Premises	07/16/2008	01/01/1987	07/01/2008	07/16/2008	07/01/2012
201.72	Human Resources	Reduction in Force	06/23/2008	02/01/2000	06/19/2008	06/23/2008	06/19/2010
201.88	Human Resources	Notice of Non-reappointment	06/23/2008	03/01/1978	06/18/2008	06/23/2008	06/18/2011
201.13	Human Resources	Rules concerning acquiring the protection of Regents' Bylaw 5.09 by accumulating years of service	06/23/2008	11/01/1993	06/20/2008	06/23/2008	06/20/2011
502.01	Cashier's Office and Departmental Cash Management	General Policies (consolidated into SPG 519.03)	06/05/2008		06/10/2008		
519.03	Departmental Cash Management and Deposits	Cash Management (name change – formerly “Foreign Check Acceptance”)	06/05/2008		05/22/2008	06/10/2008	06/1/2012
518.01	Controller's Office	Payroll Controls	04/02/2008		04/02/2008	04/07/2008	04/02/2012
601.14	General University Policy	Social Security Number Privacy Policy	03/10/2008			03/12/2008	03/06/2012
601.12	General University Policy	Institutional Data Resource Management Policy	03/10/2008			03/12/2008	01/24/2009
601.25	General University Policy	Information Security Incident Reporting Policy	02/22/2008			02/22/2008	
201.68	Moving and Relocation Expense	Human Resources	02/11/2008		02/01/2008	02/14/2008	02/01/2013
201.85	Non-Appointment Related University Compensation	Human Resources	02/11/2008		02/01/2008	02/14/2008	02/01/2013
201.72	Reduction in Force	Human Resources	02/11/2008		02/05/2008	02/14/2008	02/05/2013
205.01	Authorization for scholarships, fellowships, grants (deleted)	Grants and Awards			01/18/2008		
518.1	Payroll Controls	Payroll Controls	1/28/2008		11/01/2007	2/05/2008	11/01/2011
601.27	Information Security Policy	Information Security	1/02/2007	1/02/2007 NEW		01/02/2007	01/02/2012
201.69	Human Resources	Tuition Support Program	12/14/2007		12/14/2007	12/19/2007	8/01/2008
601.26	General University Policies	Employee Use of Mobile Communication Technology Equipment	11/20/2007	1/1/2008		12/19/2007	1/1/2012
201.23	Human Resources	Appointment of Relatives or Others with Close Personal or External Business Relationships; Procedures to Assure Equal Opportunity and to Avoid the Possibility Of Favoritism (Nepotism)			08/15/2007	10/11/2007	6/16/09
201.35	Human Resources	Non Discrimination			10/01/2007	10/11/2007	10/01/12
505.1	Audit Services	Internal Audit			9/20/2007		
201.9	Human Resources	Mediation – name should have changed 12/30/04 on menu selection and TOC	9/4/07		9/5/07	9/5/07	

<u>SECTION NUMBER</u>	<u>SECTION NAME</u>	<u>SUBJECT</u>	<u>DATE RECEIVED</u>	<u>DATE ISSUED</u>	<u>DATE REVISED or DELETED</u>	<u>DATE TRANSFERRED ON LINE</u>	<u>REVIEW DATE</u>
		Name OK on section number					
201.69	Human Resources	Tuition Support Program	7/26/07		8/1/07	8/1/07	8/1/08
501.4-1	Business and Finance	Travel and Business Hosting – Travel/Business Hosting Expense Advance form	7/26/07		7/26/07	7/27/07	7/26/08
203.1	Benefits Office	Basic Long Term Disability Plan – URL only	7/16/07		7/16/07	7/18/07	7/16/11
203.1-1	Benefits Office	Expanded Long Term Disability Plan – URL only	7/16/07		7/16/07	7/18/07	7/16/11
203.2	Benefits Office	Health and Welfare Benefits – URL only	7/16/07		7/16/07	7/18/07	7/16/11
203.5	Benefits Office	Retirement Savings Plan – URL only	7/16/07		7/16/07	7/18/07	7/16/11
502.3	Sales and Cash Collections	Michigan Sales and Use Tax – Appendix 2 contact information	7/6/07		7/5/07	7/13/07	
201.27	Human Resources	Emergency Closure and Emergency Operations	5/25/07		5/1/07	5/30/07	5/1/11
201.72	Human Resources	Reduction in Force	5/25/07		5/15/07	5/30/07	5/15/11
303.4	Research	University of Michigan Technology Transfer Policy	5/16/07		1/1/07	5/23/07	1/1/11
519.3	Business and Finance	Foreign Check Acceptance	4/23/07	4/2/07 NEW		5/3/07	4/2/11
501.6	Business and Finance	Acceptance of Credit Card Payments	4/23/07		2/8/07	5/3/07	2/8/11
201.72	Human Resources	Reduction in Force	3/15/07		3/19/07	3/19/07	2/20/11
501.4-1	Human Resources	Travel and Business Hosting – Appendix A-1 mileage change	3/5/07		3/1/07	3/6/07	3/1/08
201.55	Human Resources	Shift Premium – URL Only Change	1/3/07		1/5/07	1/5/07	7/1/11
201.92	Human Resources	Tenure Probationary Period: Effects on Tenure Clock of Childbearing and Dependent Care Responsibilities	12/14/06		12/15/06	12/18/06	12/15/10
501.11	Business and Finance	University Investments and Endowment Funds	10/6/06		9/1/06	9/10/06	9/1/10
201.69	Human Resources	Tuition Support Program	7/27/06		8/1/06	7/31/06	8/1/07
601.25	General University Policies	Information Security Incident Reporting and Procedures	7/12/06	7/10/06 NEW		7/18/06	7/10/10
201.34-1	Human Resources	Classification and Appointment of Instructional Faculty	5/24/06/6/6/06		6/7/06	6/7/06	6/7/10
602.10	Development	Development Systems Services – replaced by 602.5	3/23/06		3/28/06 Deleted		
602.16	Development	Planning and Systems – replaced by 602.5	3/23/06		3/28/06 Deleted		
602.5	Development	Use and Release of Donor and Alumni Information – replaces 602.10 and 602.16	3/23/06		2/10/06	3/28/06	2/10/10
602.6	Development	Alumni Directories	3/23/06		2/10/06	3/28/06	2/10/10
601.13	General University Policies	Identification Photos; Identification and Access Control Cards	3/20/06		3/17/06	3/27/06 & 3/28	3/17/10
519.1	Business and Finance	Banking and Treasury Services	2/22/06	1/21/06 NEW		2/27/06	1/21/09
501.4-1	Human Resources	Travel and Business Hosting – Appendix A-1 mileage change	1/30/06		1/31/06	1/31/06	1/31/07
601.14	General University Policies	Social Security Number Privacy Policy Renamed and revised	12/12/05		12/9/05	12/13/05	12/9/09
602.2	Development	Gift Acceptance	11/22/05		10/17/05	11/30/05	10/17/09
501.4-1	Human Resources	Travel and Business Hosting – Appendix A-1 mileage change	10/10/05		10/1/05	10/11/05	10/1/06
601.18	Human Resources	Violence in the University Community – added Link	10/7/05		10/11/05	10/11/05	10/11/09
518.1	Business and Finance	Payroll Controls	9/19/05		7/1/05	9/19/05	7/1/09

<u>SECTION NUMBER</u>	<u>SECTION NAME</u>	<u>SUBJECT</u>	<u>DATE RECEIVED</u>	<u>DATE ISSUED</u>	<u>DATE REVISED or DELETED</u>	<u>DATE TRANSFERRED ON LINE</u>	<u>REVIEW DATE</u>
	Human Resources	Only change was adding 'with the exception of those represented by a bargaining unit' to the Applies To: 201.67, 201.68, 201.69, 201.69-1, [201.71 – changed to All Employees]	8/30/05		7/1/05	9/16/05	7/1/09
203.1	Staff Benefits	Basic Long Term Disability Plan	8/29/05		9/1/05	9/13/05	9/1/10
203.1-1	Staff Benefits	Expanded Long Term Disability Plan	8/29/05		9/1/05	9/13/05	9/1/10
203.2	Staff Benefits	Health and Welfare Benefits [renamed]	8/29/05		9/1/05	9/13/05	9/1/10
	Staff Benefits	203.3, 203.4, 203.7, 203.9, 203.10 Combined into 203.2	8/29/05		9/1/05 Deleted	9/13/05	
203.5	Staff Benefits	Retirement Savings Plan [renamed]	8/29/05		9/1/05	9/13/05	9/1/10
203.6	Staff Benefits	Blood Donations	8/29/05		9/1/05 Deleted	9/13/05	
501.9	Business and Finance	Policy on Retroactive Salary Distribution Changes	9/7/05	7/1/05 NEW		9/12/05	7/1/09
501.10	Business and Finance	Policy on Effort Certification	9/7/05	6/1/05 NEW		9/12/05	6/1/09
201.69	Human Resources	Tuition Support Program	8/15/05		8/1/05	8/1/05	8/1/06
	Human Resources	Only change made was adding 'with the exception of those represented by a bargaining unit' to the Applies To: 201.1, 201.3, 201.6, 201.7, 201.8, 201.11, 201.12, 201.22, 201.24, 201.26, 201.26-1, 201.27, 201.29, 201.30, 201.30-3, 201.31, 201.33, 201.34, 201.37, 201.39, 201.40, 201.41, 201.42, 201.43, 201.45, 201.47, 201.49, 201.51, 201.52	7/19/05		7/1/05	7/29/05	7/1/09
201.38-1	Human Resources	Overtime	6/30/05		7/1/05	6/30/05	
201.65-1	Human Resources	Conflicts of Interest and Conflicts of Commitment	7/12/05		7/15/05	7/15/05	7/15/09
601.24	General University Policies	Delegation of Authority to Bind the University to External Agreements on Business and Financial Matters	6/22/05	7/1/05NEW		7/6/05	
201.36	Human Resources	On-Call Pay	6/30/05		7/1/05	6/30/05	
201.38	Human Resources	Overtime	6/30/05		7/1/05	6/30/05	
201.55	Human Resources	Shift Premium	6/30/05		7/1/05	6/30/05	
201.72	Human Resources	Reduction in Force	6/30/05		7/1/05	6/30/05	
520.1	Business and Finance	Acquisition, Use and Disposition of Property (Exclusive of Real Property)			6/7/05	6/24/05	6/7/09
201.23	Human Resources	Appt. of Relatives or Others with Close Personal or External Business Relationships; Procedures to Assure Equal Opportunity and to Avoid the Possibility of Favoritism (Nepotism)			6/16/05	6/24/05	6/16/09
601.8-1	General University Policies	Identification, Maintenance, and Preservation of Digital Records created by the University of Michigan			6/9/05	6/24/05	6/9/09
501.5	Business and Finance	General Accounts Receivable			9/24/04	6/24/05	9/24/09
519.2	Business and Finance	Workers' Disability Compensation			1/1/05	6/24/05	1/1/09
502.4	Sales and Cash Collections	Sales of Goods and Services to Non-University Entities and Federal Unrelated Business Income (UBI) Renamed and combined w/507.8			9/24/04	6/24/05	9/24/09
507.3	Purchasing	Membership in Professional Organizations			6/23/05 Deleted	6/24/05	
507.8	Purchasing	Policy on the Sales of Goods and Services to Non-University Entities Combined with 502.4			6/23/05 Deleted	6/24/05	
519.1	Business and Finance	Risk Management Services			6/23/05 Deleted	6/24/05	
201.35	Human Resources	Non-Discrimination			6/14/05	6/14/05	6/14/09

<u>SECTION NUMBER</u>	<u>SECTION NAME</u>	<u>SUBJECT</u>	<u>DATE RECEIVED</u>	<u>DATE ISSUED</u>	<u>DATE REVISED or DELETED</u>	<u>DATE TRANSFERRED ON LINE</u>	<u>REVIEW DATE</u>
601.22-1	General University Policies	Employee-Student Relationships		5/23/05 NEW		5/24/05	5/23/09
303.5	Research	Policy for Research with Human Participants		3/28/05 NEW		5/12/05	3/28/09
201.93	Human Resources	Modified Duties for New Parents			5/10/05	5/12/05	5/10/09
601.23	General University Policies	Real Estate Transactions		4/11/05		4/13/05	4/11/09
201.38	Human Resources	Overtime			3/16/05	4/5/05	3/16/09
201.64	Human Resources	Vacation			3/16/05	4/5/05	3/16/09
201.69	Human Resources	Tuition Support Program			3/16/05	4/5/05	3/16/09
201.80	Human Resources	Emeritus/Emerita Titles - TITLE ONLY see 2/25			2/25/05	4/4/05	2/25/09
203.2	Benefits	Health Insurance: Blue Cross/Blue Shield, etc. being revised see Benefits web site				3/14/05	
203.3	Benefits	Health Insurance: Major Medical Expense Plans being revised see Benefits web site				3/14/05	
201.8	Human Resources	Grievance Procedure and Dispute Resolution			3/1/05	3/3/05	3/1/09
201.80	Human Resources	Emeritus Titles			2/25/05	2/25/05	2/25/09
501.4-1	Financial Operations	Travel Expense CHECKLIST ONLY			2/7/05	2/15/05	2/7/06
507.1	Purchasing	General Policy and Procedures			12/1/04	2/15/05	12/1/08
201.30-1	Human Resources	Leaves of Absence Without Salary			1/27/05	1/28/05	1/27/09
201.69-1	Human Resources	Special One-Year Non-Resident Tuition Differential Grant ...			1/27/05	1/28/05	1/27/09
201.91	Human Resources	Distinguished University Professorships			1/27/05	1/28/05	1/27/09
601.12	General University Policies	Institutional Data Resource Management Policy			1/24/05	1/26/05	1/24/09
201.3	Human Resources	Funeral Time			12/30/04	12/30/04	12/30/08
201.5	Human Resources	Work Rules and Conditions			12/30/04	12/30/04	12/30/08
201.6	Human Resources	Call Back Pay			12/30/04	12/30/04	12/30/08
201.7	Human Resources	Salary Programs			12/30/04	12/30/04	12/30/08
201.8	Human Resources	Grievance Procedure and Dispute Resolution			12/30/04	12/30/04	12/30/08
201.9	Human Resources	Consultation and Conciliation			12/30/04	12/30/04	12/30/08
201.12	Human Resources	Discipline			12/30/04	12/30/04	12/30/08
201.14	Human Resources	Faculty and Staff Assistance Program			12/30/04	12/30/04	12/30/08
201.15	Human Resources	Fitness for Duty			12/30/04	12/30/04	12/30/08
201.20	Human Resources	Employment of Minors			12/30/04	12/30/04	12/30/08
201.24	Human Resources	Employment of Students			12/30/04	12/30/04	12/30/08
201.26	Human Resources	Holidays			12/30/04	12/30/04	12/30/08
201.26-1	Human Resources	Season Days			12/30/04	12/30/04	12/30/08
201.29	Human Resources	Jury and Witness Pay			12/30/04	12/30/04	12/30/08
201.30-3	Human Resources	Seasonal Leave of Absence			12/30/04	12/30/04	12/30/08
201.34	Human Resources	New and Changed Positions			12/30/04	12/30/04	12/30/08
201.36	Human Resources	On Call Pay			12/30/04	12/30/04	12/30/08
201.39	Human Resources	Part-time Employment			12/30/04	12/30/04	12/30/08
201.43	Human Resources	Probationary Period			12/30/04	12/30/04	12/30/08
201.55	Human Resources	Shift Premium			12/30/04	12/30/04	12/30/08
201.57	Human Resources	Temporary Employment			12/30/04	12/30/04	12/30/08

<u>SECTION NUMBER</u>	<u>SECTION NAME</u>	<u>SUBJECT</u>	<u>DATE RECEIVED</u>	<u>DATE ISSUED</u>	<u>DATE REVISED or DELETED</u>	<u>DATE TRANSFERRED ON LINE</u>	<u>REVIEW DATE</u>
201.61-1	Human Resources	Temporary Promotion			12/30/04	12/30/04	12/30/08
201.65	Human Resources	Work Outside the University			12/30/04	12/30/04	12/30/08
201.90	Human Resources	Duty Off-Campus			12/30/04	12/30/04	12/30/08
201.2	Human Resources	Apprenticeship Program			12/30/04 Deleted	12/30/04	12/30/08
201.16	Human Resources	Employment Agencies and Search Firms			12/30/04 Deleted	12/30/04	12/30/08
201.32	Human Resources	UM Hospitals & Employee Health Services			12/30/04 Deleted	12/30/04	12/30/08
201.54	Human Resources	Service Awards			12/30/04 Deleted	12/30/04	12/30/08
201.60-1	Human Resources	Staff Development Philosophy			12/30/04 Deleted	12/30/04	12/30/08
201.63	Human Resources	Union and Staff Group Relations			12/30/04 Deleted	12/30/04	12/30/08
201.66	Human Resources	Working Conditions			12/30/04 Deleted	12/30/04	12/30/08
201.70	Human Resources	Sick Pay Exclusion Statement			12/30/04 Deleted	12/30/04	12/30/08
520.1	Business and Financial Services	Acquisition, Use and Disposition of Property – RENAMED			10/6/04	11/8/04	10/6/08
601.11	General University Policies	Privacy and the Need to Monitor and Access Records – RENAMED			9/7/04	9/7/04	9/7/08
201.89	Independent Consultants	Services of Form G-2			6/22/04	8/19/04	6/22/08
201.69	Human Resources	Tuition Support Program			8/1/04	8/18/04	
	Human Resources	Only change made was adding Coaches in the Athletics Job Family to the Applies To: 201.8, 201.9, 201.11, 201.16, 201.20, 201.22, 201.24, 201.26, 201.26-1, 201.27, 201.29, 201.30, 201.30-3, 201.31, 201.33, 201.34, 201.37, 201.39, 201.40, 201.42, 201.45, 201.47, 201.49, 201.51, 201.52, 201.54, 201.55, 201.57, 201.60, 201.61, 201.61-1, 201.63, 201.66, 201.67, 201.68, 201.69, 201.69-1, 201.70, 201.71, 201.76, 201.85			7/1/04	7/1/04	
501.1	Business and Financial Services	Music Performance License Fees – renumbered to 601.20 not deleted 3/5/04			See below	6/28/04	
601.12	General University Policies	Institutional Data Resource Management Policy – added Web site only			6/28/04	6/28/04	6/28/08
500.1	Fiscal Responsibilities	Fiscal Responsibilities			3/30/04	5/26/04	3/30/08
518.1	Controller's Office	Payroll Controls			3/30/04	5/26/04	3/30/08
203.8	Benefits Office	Periodic Health Appraisal Unit			5/5/04 Deleted	5/6/04	
601.12	General University Policies	Institutional Data Resource Management Policy			4/7/04	4/8/04	4/7/08
601.22	General University Policies	Faculty-Student Relationships		NEW 4/2/04		4/5/04	4/2/08
601.13	General University Policies	Identification and Access Control Cards			4/2/04	4/5/08	4/2/08
501.6	Business and Financial Services	Acceptance of Credit Card Payments			2/13/03	3/5/04	2/13/07
502.1	Business and Financial Services	Cashier's Office and Departmental Cash Management			2/10/04	3/5/04	2/10/07
501.2-1	Business and Financial Services	Imprest Cash Funds			3/11/03	3/5/04	3/11/07
520.1	Business and Financial Services	Property Control – Renumbered from 507.2			2/19/03	3/5/04	2/19/07
515.1	Business and Financial Services	University Mail Service			3/17/03	3/5/04	3/17/07
601.20	General University Policies	Music Performance License Fees – Renumbered from 501.1			1/31/03	3/5/04	1/31/07
601.21	General University Policies	Parking and Transportation Services –Consolidated from 514.1, 511.1, Renumbered			3/3/03	3/5/04	2/13/07
507.7	Business and Financial Services	Vending Services – see Purchasing Web site			1/23/04 Deleted	3/5/04	
512.1	Business and Financial Services	Requisitioning Voice & Data Telecommunications Service – see Web site			1/23/04 Deleted	3/5/04	
602.7	General University Policies	Development - Budget & Administration – see Web site			1/23/04 Deleted	3/5/04	
603.1	General University Policies	Office of Marketing Communications – see Web site			1/23/04 Deleted	3/5/04	
603.3	General University Policies	Michigan Radio – see Web site			1/23/04 Deleted	3/5/04	

<u>SECTION NUMBER</u>	<u>SECTION NAME</u>	<u>SUBJECT</u>	<u>DATE RECEIVED</u>	<u>DATE ISSUED</u>	<u>DATE REVISED or DELETED</u>	<u>DATE TRANSFERRED ON LINE</u>	<u>REVIEW DATE</u>
603.6	General University Policies	Public Relations, Medical Center – see Web site			1/23/04 Deleted	3/5/04	
603.7	General University Policies	News & Information Services/Media Relations – see Web site			1/23/04 Deleted	3/5/04	
607.1	General University Policies	Facilities and Services – see Michigan League Web site			1/23/04 Deleted	3/5/04	
502.2	Business and Financial Services	Cash Receipts – Consolidated into other SPG –502.1			1/23/04 Deleted	3/5/04	
511.1	Business and Financial Services	Transportation Services – Consolidated into other SPG –601.21			1/23/04 Deleted	3/5/04	
514.1	Business and Financial Services	Parking Operations – Consolidated into other SPG –601.21			1/23/04 Deleted	3/5/04	
517.1	Business and Financial Services	Surplus Property/Equipment – Consolidated into other SPG 507.2			1/23/04 Deleted	3/5/04	
517.2	Business and Financial Services	Scrap – Consolidated into other SPG –507.2			1/23/04 Deleted	3/5/04	
518.2	Business and Financial Services	Off-Campus Use of University Equipment – Consolidated into other SPG –507.2s			1/23/04 Deleted	3/5/04	
601.5	General University Policies	Microcomputer Acquisition, Usage and Disposal – Consolidated into other SPG 507.2			1/23/04 Deleted	3/5/04	
501.4	Business and Financial Services	Authorized Signers and Authorized Users			1/23/04 Deleted	3/5/04	
501.3	Business and Financial Services	Transfer Voucher			1/23/04 Deleted	3/5/04	
501.2-2	Business and Financial Services	Vendor Payments & Other Disbursements			1/23/04 Deleted	3/5/04	
601.18	General University Policies	Violence in the University Community			2/2/04	2/11/04	2/2/06
501.4-1	Business and Financial Services	Travel and Business Hosting Expense Policies and Procedures Appendix E – Procedures for Gifts, Awards and Prizes			2/10/04	2/11/04	2/10/06
501.4-1	Business and Financial Services	Travel and Business Hosting Expense Policies and Procedures Travel Expense CHECKLIST ONLY			1/1/04	1/6/04	7/1/04
201.36	Human Resources	On-Call Pay FIXED 2 TYPOS				10/9/03	
201.69	Human Resources	Tuition Support Program			8/1/03	8/19/03	7/1/04
		SPG Update Process Added to Home Page		7/30/03		7/30/03	
602.2	Development	Gift Acceptance – REVISED – replaces 602.3 and 602.12			6/9/03	7/21/03	6/9/05
602.3	Development	Gift Agreements			7/21/03 DELETED	7/21/03	
602.12	Development	Gift Administration			7/21/03 DELETED	7/21/03	
501.4-1	Business and Financial Services	Travel and Business Hosting Expense Policies and Procedures Travel Expense CHECKLIST ONLY			6/5/03	6/16/03	7/1/04
601.18	General University Policies	Violence in the University Community		4/1/03		5/6/03	4/1/05
601.4	General University Policies	Smoking on University Premises			4/16/03	5/6/03	4/16/05
303.4	Research	Revised Policy on Intellectual Properties: including their Disclosure, Commercialization, and Distribution of Revenues from Royalties and Sale of Equity Interests			3/24/03	4/28/03	3/24/05
601.7	General University Policies	Proper Use of Information Resources, Information Technology, and Networks at the University of Michigan			12/5/02	4/28/03	12/5/04
601.3-2	General University Policies	Ownership of Copyrighted Works Created at or in affiliation with the University of Michigan		NEW 11/14/02		4/28/03	11/14/04
601.19	General University Policies	Identity Misrepresentation		NEW 1/17/03		4/28/03	1/17/05
501.1	Copyright	Non-Dramatic Musical Performance License Fees CORRECTED REVISION					

<u>SECTION NUMBER</u>	<u>SECTION NAME</u>	<u>SUBJECT</u>	<u>DATE RECEIVED</u>	<u>DATE ISSUED</u>	<u>DATE REVISED or DELETED</u>	<u>DATE TRANSFERRED ON LINE</u>	<u>REVIEW DATE</u>
		DATE TO 3/1/97				12/24/02	
201.12	Human Resources	Discipline – RELOAD UPDATED VERSION 10/1/01				12/24/02	
507.1	Purchasing	General Policy and Procedures			8/15/02	10/14/02	8/15/04
201.69	Human Resources	Tuition Support Program – Attachment Only			9/13/02	9/13/02	
201.69	Human Resources	Tuition Support Program			8/1/02	8/5/02	7/1/03
201.20	Human Resources	Employment of Minors-CORRECTED TYPO ON AGE pg. 2		Said 6 instead of 16	5/7/02	5/7/02	
501.4-1	Business and Financial Services	Travel and Business Hosting Expense Policies and Procedures Travel Expense CHECKLIST ONLY			3/21/02	3/21/02	3/1/03
201.11	Human Resources	Sick Pay Plan			1/1/02	2/28/02	1/1/04
201.40	Human Resources	Termination of Employment			1/1/02	2/28/02	1/1/04
201.43	Human Resources	Probationary Period			10/1/01	2/28/02	10/1/03
201.64	Human Resources	Vacation			1/1/02	2/28/02	1/1/04
RELOAD	With Acrobat 5.0	515.01				11/20/01	
RELOAD	With Acrobat 5.0	201.20, 500.01, 501.4-1, 502.04, 601.11				11/19/01	
601.13	General University Policies	Identification and Access Control Cards			10/1/01	11/1/01	10/01/03
201.12	Human Resources	Discipline (Performance and Conduct Standards)			10/01/01	10/8/01	10/01/03
201.20	Human Resources	Employment of Minors			9/1/01	9/24/01	9/1/03
201.69	Human Resources	Tuition Support Program (effective for courses beginning 5/1/00)			8/1/01	8/28/01	7/1/02
201.15	Human Resources	Fitness for Duty		7/13/01		8/28/01	7/13/03
201.30-2	Human Resources	Sabbatical Leave			5/1/01	5/21/01	5/1/03
201.49	Human Resources	Rehire, Reinstatement and Credit for Prior Service			5/1/01	5/21/01	5/1/03
501.4-1	Business and Financial Services	Travel and Business Hosting Expense Policies and Procedures Travel/Business Hosting Advance FORM ONLY			3/13/01	3/26/01	3/1/03
201.94	Human Resources	Weapon Possession		3/12/01		3/26/01	3/1/03
501.4-1	Business and Financial Services	Travel and Business Hosting Expense Policies and Procedures RENAMED and REVISED – replaces 501.4-2 and 518.1-1			3/1/01	3/5/01	7/1/01
501.4-2	Business and Financial Services	Hosting Activities			3/1/01 Deleted	3/5/01	
518.1-1	Business and Financial Services	Awards, Gifts and Prizes			3/1/01 Deleted	3/5/01	
201.8	Human Resources	Grievance Procedures and Dispute Resolution-ADDED ATTACH					2/21/01
501.7	Business and Financial Services	Research Subject Fees			½/01	1/25/01	6/30/03
201.63	Human Resources	Union and Staff Group Relations			1/1/01	1/25/01	
201.81	Human Resources	Retirement Furlough			1/12/01	1/25/01	
201.8	Human Resources	Grievance Procedures and Dispute Resolution			10/01/00	11/14/00	
201.12	Human Resources	Discipline (Performance and Conduct Standards)			10/01/00	11/14/00	
601.17	General University Policies	Commercial Notetaking		NEW 10/31/00		11/14/00	
201.5	Human Resources	Work Rules and Conditions – RENAMED and REVISED replaces 201.62, 201.79, and Bulletin Boards 201.5			10/1/99	8/4/00	

<u>SECTION NUMBER</u>	<u>SECTION NAME</u>	<u>SUBJECT</u>	<u>DATE RECEIVED</u>	<u>DATE ISSUED</u>	<u>DATE REVISED or DELETED</u>	<u>DATE TRANSFERRED ON LINE</u>	<u>REVIEW DATE</u>
201.62	Human Resources	Uniforms			10/1/99 DELETED	8/4/00	
201.79	Human Resources	Dress and Appearances Standards			10/1/99 DELETED	8/4/00	
501.4-1	Business and Financial Services	Travel Policy and Procedures – CHECKLIST ONLY			7/5/00	7/5/00	
201.11	Human Resources	Sick Pay Plan			7/1/00	6/5/00	
502.3	Sales and Cash Collections	Michigan Sales and Use Tax – FORM ONLY			3/21/00	6/5/00	
201.57	Human Resources	Temporary Employment			5/16/00	5/23/00	
201.24	Human Resources	Employment of Students			5/16/00	5/23/00	
201.69	Human Resources	Tuition Support Program (effective for courses beginning 5/1/00)			3/23/00	3/24/00	
201.69	Human Resources	Tuition Support Program (effective for courses beginning 5/1/00)			2/25/00	3/20/00	
501.4-1	Business and Financial Services	Travel Policy and Procedures – FORM ONLY			2/25/00	3/1/00	
601.2-1	General University Policies	Procedure to Update University Records in the Case of Inactive Academic Programs		NEW 2/25/00		3/1/00	
201.72	Human Resources	Reduction in Force			2/1/00	2/11/00	
512.3	Voice and Data Telecommunications	Telephones in Private Residences			10/21/99	2/11/00	
203.8	Benefits Office	Periodic Health Appraisal Unit			1/1/00	2/11/00	
518.3	Mortgages	Faculty/Staff First Mortgage Loan Program			DELETED 1/21/00	2/11/00	
201.27	Human Resources	Emergency Closing			11/01/99	12/6/99	
201.3	Human Resources	Funeral Time			11/10/99	12/6/99	
201.26	Human Resources	Holidays – Sentence left out when rekeyed in '95			11/5/99	11/5/99	
201.14	Human Resources	Faculty and Staff Assistance Program/Mworks Employee Assistance Program			9/15/99	10/18/99	
502.3	Sales and Cash Collections	Michigan Sales and Use Tax FORM ONLY			6/25/99	7/6/99	
201.49	Human Resources	Rehire, Reinstatement and Credit for Prior Service			5/1/99	5/17/99	
201.35	Human Resources	Non-Discrimination DEPT NAME CHANGE			4/13/99	5/6/99	
201.86	Independent Consultants	Services of Form G-2 FORM ONLY			4/28/99	5/6/99	
201.11-1	Human Resources and Affirmative Action	Sick Leave Plan			8/7/98	9/11/98	
201.86	Independent Consultants	Services of Form G-2			7/1/98	9/11/98	
517.1	Property Disposition	Surplus Property/Equipment			8/7/98	9/3/98	
517.2	Property Disposition	Scrap			8/7/98	9/3/98	
201.1	Personnel	Put correct application in [instead of Faculty]				5/27/98	
507.1	Purchasing	General Policies and Procedures			4/27/98	5/20/98	
601.13	General University Policies and Procedures	Identification and Access Control Cards			4/1/98	4/22/98	
512.2	Telephone Services	Personal Long Distance Use of Phones, Cellular Phones, and Facsimiles			2/1/98	4/1/98	
512.3	Telephone Services	Telephones in Private Residences and Cellular Telephones			2/1/98	4/1/98	
500.1	Business and Finance Services	Fiscal Responsibilities of a Project Director			9/1/97	4/1/98	

<u>SECTION NUMBER</u>	<u>SECTION NAME</u>	<u>SUBJECT</u>	<u>DATE RECEIVED</u>	<u>DATE ISSUED</u>	<u>DATE REVISED or DELETED</u>	<u>DATE TRANSFERRED ON LINE</u>	<u>REVIEW DATE</u>
201.29	Human Resources and Affirmative Action	Jury and Witness Pay			2/15/98	3/12/98	
601.13	General University Policies and Procedures	Identification and Access Control Cards			2/1/98	2/5/98	
601.7-1	General University Policies and Procedures	Responsibility for Maintaining Information Technology Backup and Recovery Procedures		10/30/97		1/20/98	
201.9	Human Resources and Affirmative Action	Consultation and Conciliation		12/1/97		1/20/98	
201.40	Human Resources and Affirmative Action	Termination of Employment			11/26/97	1/20/98	
502.3	Sales and Cash Collections	Michigan Sales and Use Tax			5/30/97	9/29/97	
604.1	Business and Financial Services	Department Record Retention For Business and Financial Records			5/30/97	9/26/97	
601.16	General University Policies and Procedures	Policy and Guidelines Regarding Electronic Access to Potentially Offensive Material		7/10/97		7/25/97	
601.15	General University Policies and Procedures	Internet Addressing: IP Address Standards at the University of Michigan		5/6/97		7/25/97	
601.15-1	General University Policies and Procedures	Domain Name System Standards at the University of Michigan		5/6/97		7/25/97	
507.2	Property Control	Procedure for Transfer of Research Property Purchased by Grants and Contracts			7/8/97	7/25/97	
507.9	Purchasing	Equipment Purchases – Agency Accounts			DELETE 7/8/97		
517.1	Property Disposition	Surplus Property/Equipment			7/3/97	7/30/97	
517.2	Property Disposition	Scrap			7/3/97	7/25/97	
601.8-1	General University Policies and Procedures	Identification, Maintenance, and Preservation of Electronic Records Created by University of Michigan		5/20/97		7/8/97	
518.1	Controller's Office	Payroll Controls for Payments to Temporary Staff			3/1/97	7/8/97	
501.2-1	Business and Financial Services	Imprest Cash Fund			3/1/97	6/6/97	
501.2-2	Business and Financial Services	Vendor Payments and Other Disbursements			3/1/97	6/19/97	
501.4	Business and Financial Services	Authorized Signers and Authorized Users			5/29/97	6/17/97	
518.1-1	Business and Financial Services	Awards, Gifts and Prizes			10/1/96	6/19/97	
501.8	Business and Financial Services	Lump Sum Advance Policy and Procedures		3/1/97		6/18/97	
507.6	Travel Management Program	Travel Arrangements Incorporated into Travel/Hosting SPG's			DELETE 4/16/97		
501.1	Copyright	Non-Dramatic Musical Performance License Fees			5/2/96	4/14/97	
501.3	Business and Financial Services	Transfer Voucher			2/1/97	4/14/97	
501.5	Business and Financial Services	General Accounts Receivable			3/1/97	4/14/97	
501.6	Business and Financial Services	Merchant Credit Cards			3/1/97	4/15/97	
502.1	Cashier's Office	General Policies and Procedures			3/1/97	5/1/97	
502.2	Sales and Cash Collections	Cash Receipts			3/1/97	4/15/97	
502.4	Sales and Cash Collections	Federal Unrelated Business Income		3/19/97		4/14/97	
601.13	General University Policies and Services	Identification and Access Control Cards			3/1/97	4/14/97	
501.4-1	Business and Finance	Travel Policy and Procedures – CHECKLIST ATTACHMENT ONLY			3/11/97	4/2/97	
501.4-2	Business and Finance	Hosting Activities – CHECKLIST ATTACHMENT ONLY			3/11/97	4/2/97	

<u>SECTION NUMBER</u>	<u>SECTION NAME</u>	<u>SUBJECT</u>	<u>DATE RECEIVED</u>	<u>DATE ISSUED</u>	<u>DATE REVISED or DELETED</u>	<u>DATE TRANSFERRED ON LINE</u>	<u>REVIEW DATE</u>
303.4	Research	Revised Policy on Intellectual Properties: including their Disclosure, Commercialization, and Distribution of Revenues from Royalties and Sale of Equity Interests		NEW to SPG 3/18/97		3/24/97	
511.1	Transportation Services	Transportation Services			10/1/96	12/20/96	
201.20	Human Resources & Affirmative Action	Employment of Minors			7/1/96	12/12/96	
201.54	Human Resources & Affirmative Action	Service Awards			9/24/96	11/2/96	
501.4-2	Business and Finance	Hosting Activities			7/1/96		
501.4-1	Business and Finance	Travel Policy and Procedures			7/1/96		
201.69-1	Human Resources & Affirmative Action	Special One-Year Tuition Diff Grant for Newly Recruited Faculty and Staff, etc.		REISSUED	6/25/96	11/2/96	
201.18	Human Resources & Affirmative Action	Employment of Non-U.S. Citizens			2/20/95	11/2/96	
601.7	General University Policies and Procedures	Proper Use of Information Resources, Information Technology, and Networks at the UM			8/27/96	9/12/96	
601.14	General University Policies and Procedures	Discontinuation of Use of Social Security Numbers as Common Identifiers at the U-M		6/3/96		6/5/96	
201.69-1	Personnel	Grant to pay the difference between in- and out- of state tuition at U-M			DELETE 1/11/96		
512.2	ITD Operations Management	Personal Long Distance Phone Calls			6/1/95	9/6/95	
502.3	Sales and Cash Collections	Michigan Sales and Use Tax			5/22/95	7/3/95	
201.40	Human Resources & Affirmative Action	Termination of Employment			4/1/95	7/5/95	
201.68	Human Resources & Affirmative Action	Moving and Relocation Expenses			4/1/95	7/19/95	
201.84	Human Resources & Affirmative Action	EOP/Affirmative Action Policy for Individuals with Disabilities			3/1/95	6/10/95	
201.86	Independent Consultants	Services of (Form G-2)			3/1/95	7/5/95	