

Policy and Procedure Manual — August 1 to October 1, 2018 Changes

This document outlines the changes made to OHR's Policy and Procedures Manual in the past 60 days. Please contact OHR at (864) 656-2000 or online at [Ask-HR](#) if you have questions or concerns. Changes can also be viewed in the [Change Log](#).

*Denotes University-wide policy

New Policies

University-Required Training Policy – OHR issued a new University-Required Training Policy on October 1, 2018, which:

- Establishes University-wide training requirements and the consequences of failure to complete;
- Establishes the roles and responsibilities related to required training and the management and use of the training management system (TMS); and
- Outlines the mandated procedures related to required training and the management and use of the TMS.

Updated Policies

Unauthorized Absence Policy – OHR updated the Unauthorized Absence Policy on August 27, 2018

- Changed name from "Leave --- Unauthorized Absence"
- Reformatted to new policy format
- Updated unauthorized absence procedures
- Established unforeseen absence and absence authorization/approval procedures and responsibilities
- Expanded collection of reference documents under "Related Resources."

*Conflict of Interest Policy – was revised to the following three policies:

*Conflict of Interest Policy (Excluding Financial COI Related to Research)

*Financial Conflict of Interest Related to Research Policy

*Umbrella Conflict of Interest Policy

Updated Guidelines

Family Support and Accommodation Plan Guidelines for Faculty (found in Workweek Policy) – OHR, in collaboration with the associate provost for academic affairs, updated these guidelines on September 28, 2018