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| Policies of the University of North Texas | Chapter # Chapter Name  (e.g., Chapter 01 –  Human Resources) |
| Policy Number and Policy Title (e.g., 5.102 Introduction to Human Resources Policies) |

# **Policy Statement.** States the requirement or provision which this policy is placing on/extending to the university community, and why, but does not describe how-to procedures. Generally one paragraph.

# **Application of Policy.** Briefly describes to whom the policy applies.

# **Definitions.** Define terms that have specialized meanings in the policy. List definitions in numbered format and alphabetical order. For example:

### Employee. “Employee” means …

### Full-time Employee. “Full-time employee” means …

### Part-time Employee. “Part-time employee” means …

# **Procedures and Responsibilities.** Describe substantive procedures and duties fundamental to the policy, not internal departmental procedures. Include the office or person responsible for each procedure or duty. For example:

### Determine necessary Human Resources policies in accordance with the overall goals and mission of the University.

Responsible Party: Associate Vice President of Human Resources.

### Ensure University-wide compliance with Human Resources policies and determines what training is required to ensure knowledge of appropriate policies.

Responsible Party: Human Resources Director

### Obtain feedback from University clients on use and application of Human Resources policies.

Responsible Party: Human Resources Staff

### Determine any forms required to be created and/or maintained by the Human Resources Department to comply with Human Resources policies.

Responsible Party: Human Resources Staff

# **References and Cross-references**. List related Regents Rules, institutional policies, statutes, and regulations that provide helpful, relevant information.

# **Forms and Tools.** (optional) Include information on any forms and/or tools required for compliance with the policy, as well as how to obtain such forms and/or tools.

Approved:

Effective:

Revised: