

# Download Administrative Assistant Standing Operating Procedure Manual

1 The term “majority” as used in this Manual shall be according to the definition provided in Robert’s Rules of Order, that is, more than half of the votes cast, ignoring blanks.. 2 The term “personnel file” refers to information collected because of the employer-employee relationship, and it does not necessarily refer to a single physical file. Operating Statement. The Office of Sponsored Research (OSR) at UNC-Chapel Hill is the designated University unit responsible for institutional oversight, administration and financial management of Federal and non-Federal contracts, grants and cooperative agreements. Therefore, any document and transaction related to the administration of these types of research-related instruments are reviewed ...1. Purpose. This part of the procedure manual describes for both physicians and claims personnel the procedures for administering the medical care program under the Federal Employees' Compensation Act (FECA). Physician: A person who is licensed to provide health services within the scope of his or her profession under Minnesota Statutes 147. For purposes of this section, a physician means a licensed doctor of medicine or osteopathy.