It is the function of the Office of Human Resources to communicate and interpret the policies of the University as they relate to its employees. This policy manual is a comprehensive guide to University-wide human resources policies, procedures, and practices that affect those University employees who are not covered by the University’s collective bargaining agreement, including, but not limited to, its administrators and staff. It is intended to serve the daily needs of supervisors to apply policies in a consistent and equitable manner to further the University’s mission and its common purpose, that is to educate. The policies give supervisors the ability to make decisions within a framework that promotes consistency and objectivity.

These human resources policies are not intended to create either an implied nor expressed contract or guarantee of employment or contractual obligation between the University and its employees.

These policies are not confidential. On the contrary, it is the legal and ethical obligation of supervisors to make each of their employees aware of them. Therefore, supervisors should keep the manual in a location accessible to employees, encourage employees to reference the manual, periodically review policies in staff meetings, and actively seek out and address any questions they may have regarding the manual’s contents.

The contents of the Manual are grouped into 11 sections. Each section contains policies, procedures and practices that relate to the section heading. The headings include: Introduction; Employment; Training, Performance Management and Development; Compensation; Time Off; Leave; Benefits; Employee Relations; Work Environment; Information Technology; and, Operating/Administrative Policies. Each policy is given a number within its section, an effective or revised date, and a responsible office.

The Office of Human Resources has overall responsibility for the preparation and maintenance of the Human Resources Policy Manual. Each individual policy within the Manual has been assigned a responsible office that oversees that particular policy. Questions regarding the administration of policies, procedures, and practices contained in the Manual should be directed to Human Resources. All policies are administered in accordance with the University’s Statutes.

The Human Resources Policy Manual replaces the Handbook for Staff Personnel, the Administrators’ handbook entitled, “Fringe Benefits and Other Information for Full-time Administrative Personnel,” and other human resources policies issued in the form of loose-leaf memoranda or verbal practices.

In addition to the policies contained in the Human Resources Policy Manual, the University issues and maintains policies in other areas that affect employment. Employees should consult with other appropriate offices for additional applicable policies.