



BUSINESS POLICY AND PROCEDURE MANUAL	Date Issued: 9/90	Revision Date:	Page: 1 of 1
			Classification Code: 03-06
	Section: PERSONNEL		
Subject: HUMAN RESOURCES OFFICE			

GENERAL STATEMENT OF POLICY

1. The Human Resources Office is the centralized employment office for recruiting, screening, and referring applicants to employing officials. It is the responsibility of this office to maintain employee records, to assist employing departments in training and upgrading of their staff, to maintain payroll services, and to administer appropriate employee benefits. The Human Resources Office also handles the advertising for all vacant and/or new non-faculty positions on campus.
2. Changes in employee status such as address, telephone number, marital status, name or number of dependents, etc., should be made in the Human Resources Office immediately to ensure updated documentation for personnel records, fringe benefits, and payroll.
3. In keeping with the University policy on record confidentiality, the Human Resources Office will release employee name, employment dates, salary, and position title in response to requests received from outside the University. Other information is considered confidential and will be released only upon written consent of the employee or authorization from the President of the University.
4. Employees are allowed access to their individual personnel files, but should contact the Human Resources Office in advance to make appointments to review their files.