

Policies of the University of North Texas Health Science Center	Chapter 05 Human Resources
05.101 Personnel Policy Manual Purpose	

Purpose of the Policy Manual: This manual comprises the official UNTHSC-FW personnel policies. Many of these policies cover both faculty and staff, and some include student employees. There is an applicability statement in the heading of each policy describing which employees and/or students are covered. There are additional faculty policies that are beyond the scope of this manual.

This published manual is an effort to create better understanding of these policies. It should eliminate the need for personal decisions, protect the rights of all employees and assure uniformity of action throughout the health science center. Each member of management is responsible for administering these policies in a consistent and impartial manner.

Policies in the field of personnel relations become subject to modification and further development in the light of experience. Each member of management may assist in keeping our human resource program up-to-date by notifying Human Resource Services when problems arise or improvements can be made in the administration of these policies.

Application of Policy:
Faculty and Staff

Definitions. None

Procedures and Responsibilities

Procedure / Duty

Responsible Party

- Establishing New or Revised Policies:** Standard policies concerning the relationship between the health science center and its employees will be written and made available to all concerned through inclusion in the policy manual.

Vice President of
Human Resources

When there is an apparent need for a new or revised policy, Human Resource Services will submit it through appropriate channels to the President.

Human Resource Services is responsible for disseminating all new or revised personnel policies. Any management official and supervisor who maintains a printed policy manual is responsible for keeping that manual current by including all

changes as they are published.

2. **Distribution of Manual:** The policy manual is published for all employees on the health science center's Internet address. It can be accessed at the center's main web page on the policies and procedures tab. Individuals without Internet access may access a printed copy of the manual in the Human Resource Services Office.

This policy manual will be available to appropriate management and supervisory officials. Each employee of the health science center shall also have access to these policies. It is the responsibility of each employee to be familiar with the information contained in the policy manual and any amendments thereto.

This manual is intended to provide general guidelines for internal decisions. UNTHSC-FW reserves the right to make changes at any time to reflect new institutional policies, administrative regulations and changes in federal, state or local law. The policies contained in the manual are subject to change without notice and do not constitute a contract between UNTHSC-FW and its employees.

3. **Authority for Personnel Policies:** The personnel policies contained in this manual have been approved by the President and by the Board of Regents, and are hereby established as official health science center policy.

References and Cross-references.

None

Forms and Tools.

None.

Approved: 9/1/2006

Effective: 9/1/2006

Revised: