

<b>Policies of the University of North Texas Health Science Center</b>	<b>Chapter 05 Human Resources</b>
<b>05.102 Human Resource Services Functions</b>	

Policy Statement.

**Departmental Mission:** Human Resource Services is committed to creating a premier work environment that will attract, develop, and retain a productive workforce, while maximizing the potential of individual employees. We will provide innovative strategic approaches that support the institution's vision of becoming a top ten health science center through an emphasis on exceptional customer service, partnerships, consultation and communication.

**Values:** The Human Resource Services team values:

- Quality Service (Service Excellence) – that is responsive, courteous, supportive, and accurate
- Highly Ethical Conduct – reflecting honesty, integrity, and fairness
- Dignity and Respect – for one another and for all members of the University’s diverse community
- Diversity – fostering appreciation of diversity and having a welcoming, inclusive and cooperative environment for everyone and unity among all groups
- Teamwork – cooperation and collaboration among all staff members of Human Resources and with other members of the University community
- Technology – enhancements that improve operations and customer service
- The ability to anticipate, embrace and manage change

Application of Policy.

Faculty and Staff

Definitions.

None

Procedures and Responsibilities.

**General Responsibilities for Staff Members:** Human Resource Services has specific responsibilities for Human Resource functions for staff members in:

Procedure / Duty

1. Human Resource Services is responsible for maintaining a centralized employment office. The recruitment and employment functions of Human Resource Services include, but are not restricted to, the following:

Responsible Party

HRS Employment

- a.) Accepting requests from all offices and departments of the health science center for assistance in employing staff personnel, both supervisory and non-supervisory.
  - b.) Recruiting and screening applicants for administrative, classified and other staff positions.
  - c.) Referring employable applicants to requesting offices and departments.
  - d.) Processing new staff employees who have been accepted for positions with UNTHSC-FW.
2. Human Resource Services is responsible for the development and maintenance of the institution's pay plan. To ensure that appropriate objectives are met, Human Resource Services will convene the standing classification committee to determine position classification and pay assignments as necessary. It will monitor classification and compensation of positions in order to ensure standardization and consistency in the system. It will ensure uniform salary treatment of employees engaged in comparable work. For purposes of recruitment, testing, orientation, training, transfer and promotion of employees, Human Resource Services will classify, by written descriptions, the requirements of all classified positions. HRS Job Classification and Compensation
  3. Human Resource Services is to maintain good staff-management relationships and a problem-solving work environment by administering the health science center's policies, including the Complaint and Grievance Policy/Procedure (see policy 05.903). HRS Employee Relations
  4. Human Resource Services is responsible for the development and maintenance of procedures for evaluating the performance of staff members. It assists other health science center offices and departments requesting help in the evaluation process, particularly in encouraging standardization of appraisal areas and uniformity of interpretation; investigating the relationship of such appraisals to wage and salary administration; and submitting appropriate recommendations. Staff Development and Training

Procedures and Responsibilities. **General Responsibilities:** Human Resource Services is responsible for both faculty (academic) and staff (non-academic) members in the following areas:

1. Human Resource Services is responsible for the formulation of new or revised Human Resource policies and procedures within the scope of existing statutes and regulations. HRS Administration
2. Human Resource Services is responsible for the development and maintenance of centralized Human Resource records. All requests from outside sources for employee information, employee reference checks, and verification of employment, are the direct responsibility of Human Resource Services. Human Resource Services maintains records on all individuals applying for open positions within the health science center. HRS Records
3. Human Resource Services is responsible for administering the health science center's group insurance and retirement programs, making these programs available to employees, and assisting employees in the resolution of claims problems. Human Resource Services also provides retirement counseling for employees who desire it. HRS Benefits
4. Human Resource Services is responsible for compliance with the Texas Unemployment Compensation Act, handling all unemployment compensation claims, and developing procedures to ensure that claims are held to a minimum. HRS Benefits
5. Human Resource Services, in cooperation with the Health Science Center Safety Officer, is responsible for administering the State Workers' Compensation Program, processing claims, and maintaining required records. HRS Benefits
6. Human Resource Services is responsible for ensuring that the health science center and its offices and departments comply with the various center policies, and executive orders, along with State and Federal regulations regarding employment, equal opportunity, and affirmative action. HRS & EEO
7. Human Resource Services is responsible for providing new employee orientation which includes: the mandatory distribution of certain policies (see Policy No. 05.02); an explanation of and enrollment in the health science center's benefit programs; presentations from key departments within the institution including the Library, Information Technology Services, Safety, Infection Control, and others; and a tour of the health science center facilities. These orientation sessions will be scheduled regularly to ensure that new employees are familiar with the health science center and are enrolled in the proper insurance and retirement programs. HRS

8. Human Resource Services is responsible for administering the exit process for employees terminating employment. HRS Benefits  
Terminating employees will be advised regarding withdrawal of their retirement contributions, processing retirement forms if they are terminating due to retirement, canceling insurance, or converting from group to individual coverage, etc. At the time of the exit interview, Human Resource Services will record the reason(s) for the employee's termination.

References and Cross-references.

None

Forms and Tools. (optional)

None

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