

RESPONSIBILITY FOR POLICY ADMINISTRATION

The Director of Human Resources is responsible for administering personnel policies involving the Administrative Staff of the University. If questions arise about personnel policies, the Director of Human Resources is to be consulted for clarification and interpretation.

The Director of Human Resources and/or the Associate Director of Human Resources, together with the relevant department chair or manager, are charged with the responsibility for advertising for and screening applicants for Administrative Staff employment. Human Resources is responsible for administering the wage and salary program for all Administrative staff employees, as well as maintenance of personnel records, the development of training programs, employee relations activities, and payroll administration.

The Office of Human Resources maintains all records covering your employment at Denison. These include classification descriptions, letters of appointment, salary letters, performance evaluations, staff benefit deductions and all other matters directly related to you as an employee.