

PERSONNEL

Personnel

Introduction (6.0)

PURPOSE

The purpose of Tennessee State University Personnel Policies and Procedures is to establish uniform and consistent guidelines that govern the University's work environment and to establish an appropriate service-oriented role for human resources as the customers' consultant and agent. Typically, this means bringing together people with expertise and addressing problems as part of the University quality management team.

POLICY

It is the policy of Tennessee State University to establish and periodically review a system of Personnel Policies and Procedures that support the University's mission and goals. The Personnel Department shall focus on strengthening the department's service orientation, thereby establishing a mutually advantageous partnership with faculty, line staff and support personnel.

PROCEDURE

The best communications are face-to-face or person-to-person, but it isn't always possible to personally interact with employees without the advantage of clear and consistently applied guidelines. The procedures established herein are alphabetical and reference Tennessee Board of Regent policies. Whenever there is a need to reference a policy or procedure, the Table of Contents should be used to identify the appropriate policy and section number. Whenever there is a doubt as to the applicability of a policy or procedure, the Director of Personnel should be consulted.

REFERENCE

None