



Administration of TSU Personnel System (6.3)

PURPOSE

The purpose of this policy is to describe the administration of the Personnel System at Tennessee State University.

POLICY

These personnel policies shall be applied and enforced by authorized supervisory personnel. Tennessee State University believes the most rewarding employment relationship results from the open, fair and consistent interaction directly between staff and those that supervise or manage operations. While no business is free from day-to-day problems or unusual employment situations not covered by existing procedures, it is the desire of Tennessee State University to foster effective employee relations at all levels, to ensure fairness and consistency in these personnel matters. Tennessee State University has designated the Director of Human Resources to be responsible for centralized personnel operations.

PROCEDURE

Ultimate authority for interpretation, application and enforcement of these policies rests with the Director of Human Resources or designee, who will be responsible for impartially resolving matters where questions or issues arise. The Director of Human Resources or designee will additionally be responsible for such personnel matters as:

- A. Initiation of amendments and revisions to these policies and procedures at times determined by the University to be necessary or warranted;
- B. Initiation or revisions to job descriptions, wage and salary schedules, benefit plans and programs and performance evaluation systems;
- C. Recruitment, selection evaluation and personnel records;

D. Enforcement of all applicable state and federal employment laws and their effect upon personnel procedures and practices; and

E. Other duties that may be necessary to carry out the practices and provisions of a contemporary personnel system.

Whenever there is doubt as to the applicability or interpretation of these procedures, the Director of Human Resources should be consulted.

REFERENCE

None

4/2014