

## CREATING AND AMENDING HUMAN RESOURCES POLICIES

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### **SUMMARY**

Wake Forest University has developed a series of policies to ensure established guidelines and processes are in effect that are consistently applied throughout the University. Policies established by the Finance and Accounting Services (FAS) will be maintained and reviewed by appropriate FAS staff and are located on the Finance website. Likewise, policies established by the Compliance Office will be maintained and reviewed by the Office of Audit and Compliance. Human Resources (HR) will establish and maintain all HR policies and procedures. These policies will be consistent with regulatory requirements and standards.

### **SCOPE**

All Wake Forest University faculty and staff are responsible for complying with HR policies. Departments may choose to have additional internal departmental policies as long as such policies do not conflict with HR policy. In the event of a conflict, the HR policies will supersede departmental policies.

Since the University has various kinds of employees (e.g. faculty, adjunct faculty, full-time staff, part-time staff, federal work study, and student workers, etc.), there may be policies which apply only to certain groups. HR policies will apply to both faculty and staff unless otherwise noted within the policy. In addition, the Faculty Handbook is maintained by the Office of the Provost and provides information regarding policies, procedures, academic appointments, and other items of interest specific to members of the faculty.

### **Policy review and approval process**

All HR policies will be reviewed and approved by the Chief Human Resources Officer a designee a minimum of every two years or more frequently as required by governing laws, regulations, or University need. The HR Policies available on the HR website will be considered the most current and applicable policies in effect. Policy changes may be approved by the Senior Vice President for Finance and Administration and/or the University Provost as applicable. Policies that are governed by, mandated, and/or government regulations will be reviewed by the Legal department to ensure regulatory compliance.

Wake Forest University has developed a series of policies to address various employment-related issues. It is of course impossible to address every possible issue that could arise, so there will be situations that are not addressed within our HR policies. There will also be the need to change and update these policies in the future. The University therefore retains the right to add, delete, or change policies at its sole discretion at any time. We will communicate information about significant changes to these policies as appropriate.

Any exceptions to these policies must be approved by the Chief Human Resources Officer a designee.