



CHAPTER: 2
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Subject: Chapter 2 BUSINESS--VP FOR BUSINESS
Section 1.01 PERSONNEL PROGRAM RESPONSIBILITIES

I. PURPOSE

To outline the role and responsibilities of the Personnel Services Office and administrative departments in the College personnel program.

II. POLICY

The Personnel Services Office is a service department. It must work closely with top administrators, supervisors, and individual employees to help departments meet their goals and objectives. Each supervisor and department is responsible for following personnel policy and administering personnel procedures. To provide expert counsel and assistance in personnel matters, the Personnel Services Office should have available all College and departmental plans, goals, and objectives.

Appropriate pay and benefits are necessary to recruit, motivate, and retain employees. Pay and benefits should be equitable within the College and are to reflect current labor market conditions within available resources. The Personnel Services Office is to administer pay and benefits fairly, according to approved policy and procedures.

Each employee and each department is responsible for employee safety and organizational development and may be assisted by the Personnel Services Office as requested. Organization development refers to the process of assessing each department and determining whether the human resources are being used effectively and ensuring that organizational structures are appropriate to their functions. The Personnel Services Office assists departments with recruiting and employment, employee development, labor law compliance and affirmative action, human resource planning, employee relations, and performance appraisal. These functions provide a positive work environment where individual employees, through cooperative effort, can help achieve the objectives of their department, and those of the College.

The Personnel Services Office of the Salt Lake Community College provides expert counsel and staff assistance in personnel matters to the College and its departments. Personnel functions may be the responsibility of the departments, or of the Personnel Services Office, or may be shared by the two.

<u>Personnel Office</u>	<u>Shared</u>	<u>Departments</u>
o Monitor Pay Administration	o Equal Employment Opportunity	o Organizational Development
o Monitor Benefits Administration	o Labor Law Compliance & Affirmative Action	o Employee Safety
o Policy Interpretation	o Employee Relations	
o Personnel Records	o Recruiting, Employment, and Termination	
o Employee Development		
o Human Resource Planning		
o Performance Appraisal		
o Initiate Personnel Policy		
o Pay Administration		