

BULLETIN NUMBER 1

TO: Vice Presidents, Deans, Department Chairs, and Directors

FROM: Ralph D. Pedersen, Director of Human Resources

DATE: May 1, 2000

SUBJECT: Publication of Information from the Human Resources Department

1. Communication

- a. To improve the communication of information from the Human Resources Department to administrators, faculty, and staff throughout the University, such information will in the future be published and distributed as numbered Human Resources Bulletins. Basic policy and procedures information is published in the Human Resources Policy and Procedures Manual which will soon be available on the Human Resources Webpage: www.wfu.edu/Administrative-offices/Human-Resources/.
- b. Information previously disseminated by the Human Resources Department will be reviewed, and where appropriate, updated and republished as numbered bulletins.

2. Distribution

- a. Human Resources Bulletins will be distributed via the Human Resources Department webpage. Printed copies of bulletins will be provided to department and office heads and upon request from others.
- b. I hope the use of numbered bulletins accessible from our webpage will achieve the improved communication of information that administrators, supervisors, and employees have indicated to me is needed.

3. Referral

Questions regarding this Human Resources Bulletin may be referred to the Director of Human Resources (x5160).