

BULLETIN NUMBER 18

TO: Reynolda Campus Faculty and Staff

FROM: Ralph D. Pedersen
Director of Human Resources

DATE: March 7, 2001

SUBJECT: Human Resources Policies and Procedures

Human Resources Bulletins are published by the Human Resources Department to provide information and guidance to staff, faculty and administrators of the Reynolda Campus. Human Resources Bulletins are accessible through the World Wide Web at: <http://www.wfu.edu/hr/bulletin.htm>

1. The Reynolda Campus Personnel Policy Manual that was published and distributed in October, 1986 is being reviewed, revised, and republished "online" as the Human Resources Policy and Procedures Manual (HRPPM). The HRPPM is accessible via the Human Resources Home Page (www.wfu.edu/hr/index.html). Much of the manual is still "under construction"; however, several recently approved policies have been posted and others will be posted as approvals from the President are received
2. A "hard copy" of the HRPPM will be maintained by the Human Resources Department Receptionist for review by employees who are unable to access the Human Resources Home Page.
3. Announcements regarding the approval and posting of new policies will be made on the Wake Forest Information Network (WIN). Faculty and staff who have access to WIN are encouraged to check periodically for new announcements.
4. Questions regarding the Human Resources Policy and Procedures Manual (HRPPM) or WIN announcements should be referred to the Assistant to the Director of Human Resources (ext. 5243).