

THE MANUAL AND ITS USE

1. GENERAL

- a. The Human Resources Policy and Procedures Manual contains the human resources (personnel) policies and procedures that pertain to employees of the Reynolda Campus. This policy manual represents the official position of the University in its relationship with employees of the Reynolda Campus. Use of the word "employee" specifically refers to staff members. Portions of the manual that are applicable to the faculty are identified as such.
- b. The Human Resources Department is responsible to assist supervisors' understanding of policies through periodic training sessions. It is a responsibility of those who supervise staff employees to be informed regarding human resources policies and related procedures.

2. USING THE MANUAL

- a. The manual is designed to make information easy to find and easy to understand. There is a Table of Contents for the entire manual and a Table of Contents for each section of the manual.
- b. Changes to the manual will be posted to the web site along with an announcement on the Wake Forest Information Network (WIN).

3. REVISIONS TO THE MANUAL

Additions, deletions, and corrections to the manual will typically be initiated by the Human Resources Department. However, administrators, supervisors, and employees are invited and encouraged to forward suggestions for change. Suggestions for the manual should be sent to the Director of Human Resources, 116 Reynolda Hall. Anyone wishing to discuss the manual may call 758-5160.

4. ACCESS TO THE MANUAL

The information contained in the manual is available to all University employees through the Human Resources web site at <http://www.wfu.edu/hr/>. Employees are invited to refer to the manual, and to copy information from the manual as the need arises.

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NOTICE

These policies and procedures are intended as guidelines to assist in the consistent application of University policies and programs for staff. These policies do not create a contract implied or expressed, with any Wake Forest (Reynolda Campus) staff members, who are employees at will. Wake Forest reserves the right to modify these policies, in whole or in part, at any time, at the discretion of the University.