

ADMINISTRATIVE POLICIES MANUAL

PURPOSE: To provide a Policies Manual which expresses the operating philosophy of Franklin Pierce University and that provides all supervisors, at all organizational levels and at all Franklin Pierce University campuses, with University operating policies and practices to assist them with discharging their operational responsibilities in keeping with the mission of the University.

POLICY: This manual shall contain brief and concise statements of practices and procedures which will serve as guidelines for all supervisors, and which they shall be responsible for ensuring are followed by all employees as a contingency of their employment. The University reserves the right to make unilateral changes in this manual at any time.

DATE APPROVED: July 7, 1999

REVISED: September 1, 2007

PRACTICES & PROCEDURES:

- 1) The Manager of Human Resources shall be responsible for publishing and maintaining an updated edition of the Administrative Policies Manual for all supervisors.
- 2) Upon hire, The Human Resources Office shall show each supervisor how to access the Administrative Policy Manual on-line located on the Human Resources Website.
- 3) Revising, adding or deleting personnel policies shall be under the direction of the Manager of Human Resources.
 - a) All significant updates and revisions to all policies shall be forwarded for approval to the Executive Staff through the Office of the Vice President of Finance and Administration.
 - b) New or revised policies, when approved, shall be published with the revision or issuance date on the first page of the policy.
 - c) Instructions, if appropriate, will be attached to the policy being distributed indicating which page(s) need to be removed, if any.
- 4) Supervisors shall have the responsibility of ensuring access to the manual at any time for any employee requesting to read a policy.
- 5) Supervisors shall have the responsibility of familiarizing themselves with the content and format of the manual.
- 6) Communication of Administrative Policies
 - a) The Human Resources Office is responsible for informing employees of the existence of the Administrative Policies Manual at new employee orientation meetings.
 - b) All employees will be responsible to review and comply with all approved policies. Employees will sign a document attesting that they have been shown where the Administrative Manual is on-line or that they can obtain a hard copy of any policy by making such a request from either their supervisor or contacting the Human Resources Office.
 - c) Whereas all employees have access to email at the University, all new or revised policies shall be distributed directly to employees email account and an additional email will be sent to all supervisors requesting that a notification be posted on the Department posting

board announcing the policy change.

7) Administrative Policy Compliance

- a) The Manager of Human Resources, shall be responsible for interpretation of policy.
- b) Any exception to policies published in this manual must receive prior written approval of the Manager of Human Resources.
- c) Appeals may be directed, in writing, to the Vice President of Finance and Administration.