

DEPAUL UNIVERSITY



Department Personnel Practices

Category: Human Resources

Responsible Department: Employee Engagement & Equal Employment Opportunity

Responsible Officer: VP, Human Resources

Effective Date: 01/03/2019

Policy Summary

The purpose of this policy is to provide guidelines regarding the development of department-specific personnel practices.

Scope

This policy affects the following groups of the University:

- Hiring/Supervising Managers
- Full-Time Staff
- Part-Time Staff
- Student Employees

This policy affects all members of the above groups, as well as faculty that supervise staff.

Policy

An individual department may establish practices to meet departmental needs in accord with University policy. Managers must commit these practices in writing. The Vice President of Human Resources must review all department-specific personnel practices for consistency with established Human Resources policies and federal and state laws. Should there be any discrepancies between departmental and university policies, the university policy will prevail. Written practices may be requested as needed by the Office of Human Resources.

Procedures

1. Managers must review applicable university personnel policies prior to the development and implementation of any department-specific personnel practices. In addition, existing department personnel practices must be reviewed by the Vice President of Human Resources to ensure that they are not in violation of any existing university policies, state, or federal laws.

2. When writing department specific practices, managers should follow the template that is used on the University Policies and Procedures website (<http://policies.depaul.edu>). Managers should forward department personnel practices to their division's dean or vice president for review and approval. The dean or vice president then sends the department practice to the Vice President of Human Resources for final approval.
3. The Vice President of Human Resources reviews all department-specific personnel practices to make sure that they are not in conflict with university policies and/or state and federal laws and statutes. The Vice President of Human Resources returns department practices to the division's dean or vice president with any pertinent comments/recommendations.
4. All employees within the department should have access to both the University Policies and Procedures website (<http://policies.depaul.edu>) and the departmental practices manual (if one exists). In addition, managers should communicate all practices to employees via department meetings, bulletin board postings, department orientation, voice mail, and/or electronic mail to ensure that all employees remain informed.

Divisional Collaborations

None.

Contact Information

Office of Human Resources

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Office Location:

14 East Jackson Boulevard
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Appendices

None.

History/Revisions

Origination Date: 12/09/1996

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Next Review Date: N/A