

# **Personnel Services Department - Policies and Procedures Manual Policy**

- Purpose:** To establish the authority of the Personnel Services Policy and Procedures Manual and inform VCC employees of its existence.
- Policy:** The Personnel Services Department will maintain a Manual which outlines policies and procedures related to Human Resources/Payroll functions.
- Applies to:** Personnel Services employees.
- Procedure:** The Director of Personnel Services approves all policies and procedures within the Manual and the Director of Financial Services approves those directly related to the Payroll process.
- Replaces:** Personnel Department - Policies & Procedures, Policy #4.1.0.8

**1. Policy Sponsor:** Director, Personnel Services

**2. Approvals:**

President: \_\_\_\_\_ Date: \_\_\_\_\_

Education Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Operations Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**3. Amendments:**

President: \_\_\_\_\_ Date: \_\_\_\_\_

Education Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Operations Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**4. Review Date:**