



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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SUBJECT

GENERAL

SUB-TOPIC

PURPOSE AND SCOPE

The purpose of the UTD Human Resources Office is to assist in the development, maintenance, and interpretation of sound human resources policies and procedures in accordance with federal and state laws, U.T. System Rules and Regulations, and UTD institutional policies. Human Resources is responsible for the execution of all policies and regulations at the University on an equitable basis for all employees.

Activities of the Human Resources Office include, but are not limited to:

PRIMARY RESPONSIBILITIES

1. Wage and salary administration,
2. Job classification and evaluation,
3. Employee benefits administration,
4. Personnel records administration, and
5. Employee relations

JOINT RESPONSIBILITIES

1. Staff employment,
2. Leave administration,
3. Working conditions and safety,
4. Discipline and termination,
5. Affirmative action/equal opportunity, and
6. Employee development, education and training