



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**REVISION
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SUBJECT

GENERAL

SUB-TOPIC

CALLIER CENTER OPERATIONS

The policies governing the Human Resources Office and its functions at the UTD main campus are also applicable to the Callier Center. The procedures for controlling Human Resources's scope of work and activities at the main campus also apply to the Callier Center.

All human resource activities and responsibilities at Callier are maintained by the Human Resources Office at the UTD main campus. A member of the main Human Resources Office staff is assigned to Callier on a regular part-time basis to provide assistance on all human resource issues. Contact the main Human Resources Office at extension 2221 for any matters requiring an immediate response during the hours when the Human Resources Specialist is away from Callier.