

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.1	Office of Human Resources	Revised:	December 2001
Policy 4.1.1	Responsibilities	Responsibility:	Vice President for Human Resources

RESPONSIBILITIES

Responsibilities

The Office of Human Resources, usually called Human Resources, is responsible for providing the employees and the administration of the Health Science Center with administrative support services in the employment, maintenance, and development of its employee resources. Human Resources is charged with:

1. interpreting federal, state, The University of Texas System, and local employment regulations;
 2. implementing policies and developing procedures based on the employment regulations;
 3. providing employee training as outlined in federal, state, The University of Texas System, and local regulations; and,
 4. ensuring compliance with the employment and training regulations.
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Divisions

The primary functional areas of Human Resources are:

1. administration;
 2. benefits;
 3. classification;
 4. employment;
 5. records; and,
 6. training.
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Contacting Human Resources

The web site for Human Resources is <http://www.uthscsa.edu/HR>.

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The main telephone number is (210) 567-2590. Benefits information is available at (210) 567-0123.

Human Resources is located in the Administration Building in Room 114. In front of the building are thirty-minute parking spaces for current employees, as well as parking meters for visitors.

Normal office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding University holidays. Human Resources staff are available at other times with prior arrangements.
