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4.003 Human Resources Policy Approval Process

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Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <i>Interim</i>		Human Resource Policy Approval Process Policy 4.003	
Human Resource Policies		Effective date: September 6, 2011	
Policy History:	Approved by:	Resolution	Date
	Chancellor	N/A	September 6, 2011
Revised	Office of General Counsel	N/A	May 13, 2017
Responsible Office:	Responsible Administrator:	Contact information:	Applies to:
Office of Human Resources	Vice Chancellor, Human Resources	937-769-1336	All Employees

- I. Human Resource Policies shall be developed and approved in accordance with Antioch University's ("AU" or the "University") Policy Development and Approval Policy. Ordinarily, the University's Human Resources policies will apply throughout the University. However, because local or state laws may vary, campus human resource policies may be appropriate to deal with human resource matters at a particular campus. However, in no event may campus human resource policies be in conflict with University-wide policies, except as necessary to comply with the vagaries of state or local laws.
- II. Campus human resource policies must also be approved in accordance with the University's Policy Development and Approval Policy before they become effective.
- III. Approved campus human resource policies shall become a part of the official University Human Resources Policy Repository.
- IV. University and campus human resource policies shall apply to employees in recognized bargaining units unless expressly excluded from such policies or unless such policies are in

conflict with the terms of a duly approved and executed collective bargaining agreement, in which case the terms of the collective bargaining agreement shall prevail.

- V. The University Human Resource Policies do not create a contract of employment and the University reserves the right to modify, supersede or withdraw policies as it, in its sole discretion, shall deem appropriate in accordance with the University's Policy Development and Approval Policy.

Policy Cross Reference

Policy Development and Approval Process Policy	Policy # 1.103
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