

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Personnel Policies and Procedures
POLICY/PROCEDURE: Personnel Programs - General
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It is the general policy of Ouachita Technical College to provide an atmosphere conducive to effective employee relations. The foundation for an effective personnel program lies with the development, communication, and administration of uniform personnel policies and procedures.

Management personnel are charged with the responsibility of administering personnel policies and procedures consistently and equitably in order for a harmonious and congenial working environment to exist within the College. Managers of College employees shall be mindful that:

1. All individuals employed by the College shall be hired on the basis of ability to perform needed tasks.
2. Individuals shall be assigned duties and responsibilities and will be appraised on the basis of their performance related to these assignments. Appraisals should be discussed with the individual employee whose performance is being appraised.
3. All employees will be equitably compensated in accordance with established pay practices and procedures that are periodically reviewed by the State and the College.
4. Individuals shall be treated at all times with consideration and respect for human dignity to ensure sound personnel relationships.
5. Each employee is expected to view his/her work and relationship with the College with a sense of personal responsibility and loyalty.

The policy and procedural statements that follow have been formulated in the spirit of the framework described above. Any personnel policy, procedure, or practice that appears to violate or compromise these principles should be forwarded through administrative channels to the President.

AUTHENTICATION (Signature):

COPP

President

5/30/95
(Date)

2.00