



NO. 2000 HUMAN RESOURCES

Human Resources shall have the responsibility and authority to accomplish the following objectives on behalf of Oklahoma City Community College (OCCC):

- 1.0 Manage recruiting, hiring, and onboarding of all employees;
- 2.0 Manage regular performance appraisal process;
- 3.0 Facilitate and resolve employment grievances;
- 4.0 Administer OCCC discrimination policies and processes;
- 5.0 Manage all aspects of job classification and compensation;
- 6.0 Manage all aspects of employee pay and employment records;
- 7.0 Manage all aspects of employee benefits;
- 8.0 Manage Human Resources initiated faculty and staff professional development and engagement programs;
- 9.0 Manage all aspects of employee resignations, discipline, terminations, and retirements;
- 10.0 In conjunction with College administration, staff, and faculty, coordinate the College's compliance with appropriate statutes, laws, and regulations related to civil rights, including equity and access; and
- 11.0 Manage compliance with all Board of Regents Policies and Administrative Policies related to Human Resources.

Human Resources shall develop specific Human Resources procedures as necessary to accomplish the objectives above.

Effective: November 10, 2020