

**NUMBER:** A-3

**TITLE:** HUMAN RESOURCE ADMINISTRATION PROGRAM

**POLICY:** It is the goal of the Human Resources Department to assist the management of Southern Nazarene University in the following areas:

Recruit and place qualified, reliable, and responsible Christian persons in each job position.

Promote mutual understanding, respect and cooperation necessary for the success of the individual and SNU.

Pay each employee a fair wage for work performed.

Provide each employee with channels of communication and processes whereby recommendations, suggestions and problems can be considered in the interest of the individual and the University.

Provide each employee with basic knowledge of policies and practices governing employment.

Maintain an impartial and fair application process.

Provide each employee with a safe and pleasant work environment.

Assist each employee to attain job satisfaction and pride in the policies, practices and services of Southern Nazarene University.