



## Policies and Procedures Manual

The policies, guidelines and procedures contained in this manual apply to all Clemson University employees and all areas of the University, unless otherwise stated. This manual is maintained by the Office of Human Resources (OHR) and has the following objectives:

- To assure fair and consistent treatment of all employees
- To help the University accomplish its mission and meet its goals by providing effective administration
- To achieve compliance with statutory requirements that apply to the University

These policies, guidelines and procedures should be available as a resource to all employees of Clemson University. Employees can access the manual on the OHR website or contact OHR for assistance. Personnel in supervisory positions should become familiar with the contents of this manual.

The procedures contained in this manual consolidate and codify for convenient reference information from all sectors of the University and from state agencies. While OHR issues Clemson's personnel policies and procedures, a particular procedure may address a subject not wholly within the purview of that office. In such cases, inclusion indicates that the procedure has been coordinated with and approved by the appropriate offices.

As with any dynamic institution, Clemson's administrative policies and procedures will change from time to time. This web-based manual is designed to facilitate the change process with notification of changes occurring through the OHR website, divisional HR partners and policy development stakeholder groups.

Questions concerning the policies and procedures contained in this manual should be directed to the Office of Human Resource via [Ask-HR](#) or (864) 654-2000. The Office of Human Resources is available to provide assistance with all aspects of personnel administration, including benefits, performance and learning, employee relations, hiring/recruiting, onboarding/offboarding, and coordination with the South Carolina Office of Human Resource (SCOHR).