

# Policy on Communication of Human Resources Policies

**Category:** Human Resources

**Approval:** PVP

**Responsibility:** Associate Vice-President, Human Resources

**Date:** January 2016

## Purpose/Reason for Policy:

As new Human Resources policies are approved and existing Human Resources policies are updated, there is a need to keep the University Community informed of changes.

## Scope of this Policy:

Clear and timely communication with the employees is a high priority. All policies which apply to Trent University staff will be kept up to date by the Department of Human Resources and communicated in a manner which provides for ease of access.

## Policy Statement:

### Procedures

Human Resources Policies will be posted by the Department of Human Resources on the University Policy Website. Questions or concerns regarding interpretation of any policy or procedure should be directed to Human Resources.

## Contact Officer:

Associate Vice-President, Human Resources

## Date for Next Review:

January 2021

## Related Policies, Procedures & Guidelines

- a) N/A

## Policies Superseded by This Policy:

- a) N/A