

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section IV - Personnel

SUBJECT: PERSONNEL SERVICES

REVIEWER: President

Related CHS Policies to Consult:

- [HR 1.02 Persons Seeking Employment](#)
- [HR 1.03 Career Growth and Job Posting](#)
- [HR 2.01 Pay Program](#)
- [HR 3.02 Healthcare Benefits](#)
- [HR 4.13 Personal/Educational Leave](#)

I. POLICY

The College contracts with Carolinas HealthCare System (CHS) for human resources, compensation, and benefits processing and services, including payroll (Personnel Services). Policies and procedures promulgated by CHS to deliver those services in a timely, accurate, and regulatory-compliant manner are strictly adhered to. The College maintains additional personnel policies as necessary to conduct business.

II. PROCEDURE

- A. This policy replaces existing policies covering applications for employment, interviewing, health care coverage, payroll, teammate actions, and personal/educational leave.
- B. The Personnel Services policy and procedure will be reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President Date: _____