



Department of Human Resources

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Date: January 3, 2008
To: Faculty and Staff
From: Carolyn Gregory, Vice President for Human Resources
SUBJECT: Human Resources Policies & Procedures

I would like to take this opportunity to share with you pertinent information regarding various revisions to Human Resources policies and procedures, effective January 1, 2008. The changes in policies and procedures are being made in the university's continued commitment to create a positive work environment for all employees.

To review the latest versions of the revised policies/procedures, please refer to the Case HR website:

<http://www.case.edu/finadmin/humres/policies/>

Staff Development Sessions to address policy and procedural changes will be held on January 16, from 12:00-1:00 in Toepfer Room, Adelbert Hall and on January 18 from 1:00-2:00 in Moot Court Room (A59) School of Law. If you have any questions regarding these Human Resources policies and procedures prior to the Staff Development Sessions, contact your supervisor or an Employee Relations Representative in our office:

Lorraine Tobias-Watson, Director (368-4503 or email at lorraine.tobias.watson@case.edu)

Carolyn Gerich, Senior Employee Relations Specialist (368-2458 or email at carolyn.gerich@case.edu)