



POLICY RESOURCES

Human resources services are provided to Marshall University Research Corporation by
Marshall University Human Resource Services
207 Old Main, One John Marshall Drive, Huntington, West Virginia 25755
Phone 304.696.6455, FAX 304.696.6844
E-mail human-resources@marshall.edu, Web <http://www.marshall.edu/human-resources>

Applies to:	Marshall University Research Corporation (MURC)
Title:	Human Resources Support
Number:	6
Effective Date:	10/01/06
Last Revision Date:	

Human resources (HR) support refers to services related to employees, employment, benefits, recruiting, retention, employee relations and HR-related compliance for the Marshall University Research Corporation (MURC). At the effective date of this policy and procedure, human resources support is provided by Human Resource Services. Human Resource Services is a non-profit service unit operated by Marshall University. The purpose of Human Resource Services is to provide quality-assured, value-added human resource services for West Virginia organizations. Human Resource Services provides a specific and exclusive web portal to MURC employees and stakeholders. This web portal may be viewed on the web at:

<http://www.marshall.edu/human-resources/murc>

The Human Resource Services staff is organized as a team. A team member is designated for each human resources component supported by Human Resource Services. Team members may be assigned to one of several office locations. HR Services staff members based on the Marshall University campus are located at:

207 Old Main, One John Marshall Drive
Huntington, West Virginia 25755
Local phone 304.696.6455, FAX 304.696.6844
West Virginia toll-free phone 1.866.447.5315
E-mail human-resources@marshall.edu.

HR Services staff members based at MURC are located at:

14th Floor, Coal Exchange Building
401 11th Street
Huntington, West Virginia 25701
Local phone 304.696.6320, FAX 304.697.2770
West Virginia toll-free phone 1.866.447.5315
E-mail human-resources@marshall.edu.

HR Services staff members may be assigned to other locations. Inquiries to any HR Services staff member or service area may be directed to the Marshall University campus address shown above. Messages will be routed to the appropriate person.

Human Resource Services is referred to elsewhere in the MURC human resources policies and procedures as either *Human Resources Services* or the *human resource services provider*. The Director, Human Resource Services, is referred to elsewhere in the MURC human resources policies and procedures as the *Director* or as the *chief human resources officer*. Human Resource Services has a service relationship with MURC. However, the Team Leader (1) represents the chief human resources officer anywhere referred to in the MURC HR policies and procedures; and (2) is vested by MURC with

sufficient authority to facilitate and ensure compliance with approved human resource policies and processes.

The human resource services and quality standards for delivery and performance of same are set forth in a written service agreement between Human Resource Services and MURC. The service agreement is fiscal year based. Any MURC employee or other stakeholder may comment on any aspect of human resource services provided to MURC by Human Resource Services. Questions, comments, issues, requests for assistance, etc., may be made (1) by using an on-line form on the Human Resource Services MURC HR web portal; (2) by calling, visiting, or e-mailing the contact numbers above for the Marshall University campus location; or (3) by contacting the Executive Director of MURC.

HUMAN RESOURCE SERVICES POLICIES AND PROCEDURES PROVIDED FOR MARSHALL UNIVERSITY RESEARCH CORPORATION (MURC) APPEAR ON THE MURC WEB SITE. TO NAVIGATE TO THE HUMAN RESOURCES POLICIES AND PROCEDURES, PLEASE CLICK **HUMAN RESOURCES** ON THE MURC HOME PAGE AT <http://www.marshall.edu/murc/>. MARSHALL UNIVERSITY HUMAN RESOURCE SERVICES PROVIDES HUMAN RESOURCES SUPPORT TO MURC. THIS POLICY IS COPYRIGHTED BY MARSHALL UNIVERSITY. FOR ANY QUESTIONS ON THIS POLICY, PLEASE CONTACT HUMAN RESOURCE SERVICES AT THE ADDRESS AT THE TOP OF THIS POLICY.

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