



Human Resources Staff

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Vice President for Administration, Hugh K. Leatherman Professor of Public Service, Professor of Psychology

Dr. Charlene Wages
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Email: cwages@fmarion.edu

Principal administrative officer with institutional responsibility for the supervision and overall management of Human Resources, administrative and academic computing, instructional technology, inventory, payroll, telecommunications, and institutional research.

Assistant Director of Institutional Research & HR Assistant

Tiffany W. Small
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Assembles and submits annual reports required by the SC Commission on Higher Education; publishes the University Fact Book; maintains Institutional Research web site; manages the compilation of statistical data; responsible for the applicant/ interview/ hire process; maintains all reports for Affirmative Action Information; coordinates information for the Immigration and Naturalization Service; prepares, processes, and submits to INS all necessary Immigration paperwork.

Maintains the University's Leave Program; establishes and updates university policies; interviews employees, witnesses, and supervisors involved in job-related accidents; serves as liaison for the university and is familiar with proper agencies, guidelines, deadlines; represents the university at all Workers' Compensation hearings; coordinates and instructs seminars and training to appropriate personnel in conjunction with OSHA programs; co-coordinates and maintains HR web pages.

Associate Director of HR: Administrative Services

Danagene Razick
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Supervises payroll functions, personal services and fringe sections of the University budget, full-time and part-time faculty contracts, record retention, and various reports. Monitors the classification, compensation, employment, and leave programs for Human Resources.

Associate Director HR Benefits

Jerry Clapper
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Directs the Benefits programs; formulates and implements policies and procedures for all benefits programs; coordinates and supervises records management for benefits information; develops and implements programs of wide interest to the employee population, such as Pre-Retirement Seminars, Tuition Assistance Programs, and Health Education/ Benefits Day; writes and edits a semi-monthly addition for the Patriot Digest; keeps policies and procedures for the university's Human Resources operational Policies and Procedures Manual up-to-date at all times.

Human Resources Manager

Brigid E. Kennedy
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Maintains the classification and compensation program; supervises the applicant/ interview/ hire process for classified and unclassified employees; responsible for the evaluation program for classified and unclassified employees; responsible for on-line procedures to State OHR; serves as liaison with Administrative Computing Services in requesting internal programming requests; recommends policy changes; co-coordinates and maintains HR web pages.