

## **Employment at Hobart and William Smith Colleges**

This Employee Handbook was developed both to help new employees get acquainted with Hobart and William Smith Colleges, and also to answer questions that new or existing employees may have about our employment policies and procedures.

As an employee of the Colleges, the importance of your contribution cannot be overstated.

We are glad you have joined us, and we hope that you will find your work to be both challenging and rewarding.

### **Using this Handbook**

The purpose of this Handbook is to give you an overview of Hobart and William Smith Colleges' (the "Colleges" or "HWS") employment policies and plans and other valuable employment information. This Handbook supersedes and replaces any previous employee handbooks, policies or practices, written or unwritten, covering the same or similar subjects. Please read and retain it for future reference.

The policies summarized in this Handbook are guidelines only. The Colleges retain the right to supplement, modify, amend or eliminate the policies and plans. Every effort was made to make the descriptions brief, accurate and easy to understand. Therefore, all details may not be described here. For more specific information, please contact your supervisor or the Office of Human Resources.

As set forth in Section II of this Handbook, the Colleges adhere to the policy of employment-at-will, which enables the Colleges or the employee to terminate the employment relationship at any time, with or without cause, and with or without notice. The policies contained in this Handbook are not intended as an offer, a contract, or a guarantee of continued employment or other benefits. The Colleges retain the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to employees and the Colleges. No representative of the Colleges other than the President has any authority to enter into any agreement for employment for a specified period of time, or to make any agreement contrary to the foregoing and no such agreement shall be binding unless in writing and signed by the President.

The provisions of the Handbook are applicable to all faculty except as modified by the faculty by-laws.

### **Open Door Policy**

The Colleges recognize that employees will often have suggestions for improving the workplace, as well as, concerns about the workplace. The most satisfactory solution to a job-related problem or concern is usually reached through a prompt discussion with your supervisor. Please feel free to contact your supervisor with any suggestions and/or concerns. If you do not feel comfortable contacting your supervisor or are not satisfied with your supervisor's response,

# Heald College Employee Handbook

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