

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	July 2017*	Category:	All University Employee Policies
Name:	Forward – Employee Handbook Information				

1.0 PURPOSE

This Handbook has been prepared to acquaint you with the basic personnel policies and procedures of Missouri Southern State University, and to briefly describe the benefits available to eligible employees. Employees are encouraged to familiarize themselves with the contents of the Handbook for it will answer many common questions concerning employment with the University.

2.0 SCOPE

Information and policies in this Handbook apply to all regular, full-time classified and professional employees as well as faculty members where applicable university policy applies. Additional policies pertaining specifically to faculty are located in the *Faculty Handbook*. Please note that this edition of the *Employee Handbook* supersedes any previous Employee Handbook editions.

3.0 POLICY

Welcome to Missouri Southern State University! We sincerely hope that all employees of Missouri Southern find their employment to be both personally and professionally rewarding. To this end, our goal is to create a work environment which is fair to all employees and which is conducive to the attainment of excellence in supporting the University's vital mission.

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While no employee handbook can anticipate every circumstance or question about policy, every attempt has been made to ensure that this Handbook is as complete as possible and that the policies and procedures contained herein conform to local, state, and federal requirements as well as to recognized principles of employment practices and standards. As the University continues to grow and change, it may need to add to the policies in this Handbook or revoke or modify them at any time without prior notice. If Handbook statements are found to be in conflict with existing or future state or federal laws, regulations, policies or procedures, such rules shall supersede and prevail over the Handbook statements. The Human Resources Office will attempt to keep the Handbook current and notify employees of modifications, but there may be times when policy will change before the material can be revised.

The policies described in this Handbook are *not* intended to create an employment contract, nor are they to be construed to constitute contractual obligations of any kind. Employment is "at-will" which means that the employment relationship can be terminated at any time, by either the employee or the University, and for any reason, as long as the reason is not prohibited by law.

All University employees are expected to read, understand, and comply with the policies of the Employee Handbook, as well as all applicable laws and regulations. Failure to do so may result in disciplinary action or civil and/or criminal penalties. All employees acting on behalf of the University are expected to report violations of these or other applicable standards to their supervisor or an appropriate University officer.

Please contact your supervisor or the Human Resources Office with any questions you may have about information in this Handbook or about employment policies, procedures or benefits that are not answered in this handbook. This Handbook is also available on the Human Resources intranet site (<https://intranet.mssu.edu>)

We welcome you as a valuable member of our staff and sincerely hope you find your work challenging and enjoyable at Missouri Southern State University.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS