



UNIVERSITY OF HARTFORD

STAFF EMPLOYMENT MANUAL

Title: 2.0 Introduction

Chapter: 2.01 Foreword

Issuance Status and Effective Date: July 2011

This manual is issued by HRD and is comprised of statements of standing employment relations policies and associated procedures which have evolved through the appropriate institutional approval process. It is a working guide for the day-to-day administration of employee relations. This manual is not a contract and does not establish a right of employment or create any rights or obligations where none otherwise exist. Employees should not consider the manual to be an employment contract. (See **Disclaimer** on page i.) The overall intent of the manual is to foster productive, fair and consistent employee relations practices at the University. It is incumbent upon everyone to work within the framework of these policies in a manner that fosters this intent.

In interpreting and applying the material in the manual, each person must be aware that this manual is not intended to cover each and every aspect of employment relations. It is a general guide, and the policies, benefit plans and programs described herein are subject to change at any time. When meanings or intents are in question, the University reserves the right to make the final, deciding interpretation of its own policies. Except to the extent specific language in a union contract incorporates some aspect of this manual, or to the extent any of its provisions are the exercise of management prerogatives not limited by the terms of a union contract, the manual covers non-bargaining employees only.

Exceptions to University of Hartford policy require the approval of a University Officer.

HRD is responsible for maintaining this manual on a continuing basis, for initiation of required changes or additions and for any clarification or training assistance that may be required. HRD issues new policies and revisions as necessary and appropriate.

The contents of this manual are arranged by enumerated subjects under the following headings:

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| (i) Disclaimer | (3) Employment Practices | (6) Employee Relations |
| (1) Emergency Procedures | (4) Pay | (7) Policy Statements |
| (2) Introduction | (5) Benefits | |

HRD will issue the manual to new employees. A thorough review of the manual is the responsibility of every employee. Ensuring that this review occurs rests with the employee. All employees are required to sign an acknowledgment form upon receipt of the manual. This acknowledgement form will be maintained in the employee's official personnel file.