



STAFF EMPLOYMENT MANUAL

DISCLAIMER

NOTICE: PLEASE READ CAREFULLY

**THIS MATERIAL DEFINES YOUR RIGHTS
AND LIMITS OUR RESPONSIBILITIES**

This manual is intended to serve as a practical guide to the University of Hartford's personnel policies and practices as applied to employees. However, it is only a summary compiled for the convenience of our employees, and is not intended to cover all topics or circumstances. The University reserves the right to respond to specific situations in whatever manner it believes best suits the needs of the University and the employee involved. Where there are differences between the provisions of this manual and more specific statements contained in the University's files (such as insurance plan documents), those statements shall control.

Nothing in this manual is intended to create an express or implied contract of employment between the University and any individual. The University does not recognize any contract of employment unless it is reduced to writing and signed by the employee and an authorized Officer of the University. We adhere to the principle of employment at will, which allows either party to terminate the employment relationship at any time for any reason. However, fairness and common sense dictate that the unique circumstances of each case will be considered when the University makes any decision regarding termination of employment.

While it is not our intent to change the policies and practices contained in this manual without good reason, the University reserves the right to modify any condition of employment in whatever manner we believe to be appropriate.