



Section 3.1: Introduction

This section outlines the purpose and scope of the handbook.

It is intended to provide a clear understanding of the university's policies and procedures.

The handbook applies to all full-time and part-time employees. It is subject to change without notice.

The handbook is a living document and will be updated as needed to reflect changes in university policy.

Employees are encouraged to read the handbook carefully and to seek clarification from their supervisors or the HR department.

Section 3.2: Employment

This section covers the terms and conditions of employment.

It includes information on hiring, onboarding, and job descriptions.

Employees are hired on a full-time basis unless otherwise specified. The university reserves the right to hire on a temporary basis.

Job descriptions are provided for each position. Employees are expected to perform the duties listed in their job descriptions.

Employees are hired on a probationary basis for the first 90 days of employment. During this period, the university reserves the right to terminate employment without notice.

After the probationary period, employees are considered permanent. The university reserves the right to terminate employment without notice for cause.

Employees are eligible for benefits after 90 days of employment. The university provides a comprehensive benefits package.

Employees are encouraged to contact the HR department for more information on benefits and other employment-related matters.

The university is committed to providing a safe and healthy work environment. Employees are expected to follow all safety and health policies.

Employees are encouraged to report any safety or health concerns to their supervisors or the HR department.

The university reserves the right to modify or terminate the handbook at any time without notice.