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SMITH COLLEGE MISSION

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STAFF HANDBOOK - INTRODUCTION

Purpose

This handbook is designed to acquaint you with the employment policies and benefits for exempt / administrative and non-exempt / administrative support staff of Smith College. Certain sections of this handbook apply to faculty members and union staff. The college reserves the right to make, from time to time, such changes in policies and employee benefits as it considers in the best interest of the Smith community. Changes in these policies will be available online at “What’s News in HR” section following their adoption. This handbook contains summaries and general overviews; it is not all-inclusive. For details or clarification of the information in this handbook or specific benefit plan regulations and documents, please contact the Office of Human Resources at 413-585-2270. Staff Handbook updates, for most employees, will be available online. For those who do not have computer access, paper copies will be available from the Office of Human Resources

Responsibility

Policy changes or modifications are within the sole discretion of the college, acting through the Executive Director of Human Resources, the President, and/or the Board of Trustees. No other college official or representative has the authority to alter the policies in this handbook, to enter into any contract or agreement with any employee, or to make oral or written promises or commitments regarding issues covered by these policies.

Each member of the college community is responsible for reading and complying with these policies and procedures. Employees who violate these or any college policies or procedures may be disciplined. The policies summarized in this handbook have been adopted voluntarily by Smith College and do not constitute contractual rights or obligations. The college values its employees and looks forward to a mutually satisfactory employment relationship, but neither an employee nor the college is obligated to continue the relationship if either does not wish to do so.

Employment at Smith College is at-will and this handbook does not represent an employment contract.

Please feel free to stop in, call, or send an e-mail to any member of the Office of Human Resources with questions you may have regarding your employment here at Smith College.



Office of Human Resources
Smith College
Northampton, Massachusetts 01063
T (413) 585-2260 Benefits (413) 585-2270
F (413) 585-2284 or (413) 585-2294

Dear Staff Member,

We are pleased to have you as a member of the Smith College community and hope that you find your association with the college to be an enriching and engaging work experience.

This handbook is your guide to Smith College's personnel policies and procedures; it will also familiarize you with some of the programs and services that Smith College offers. Of course, this handbook cannot cover every eventuality that may arise. Its purpose is to summarize or highlight current policies and practices, which are subject to change. If you have questions or would like more information, your supervisor is your most immediate source.

We invite you to share with us your questions and thoughts about work life at Smith College. Please feel free to call upon the Office of Human Resources to assist you in any matter that concerns you and your job at Smith College.

Sincerely,

Larry Hunt
Executive Director of Human Resources

STAFF HANDBOOK - MISSION STATEMENT

Smith College seeks to provide the finest liberal arts education for women of diverse backgrounds, ages and outlooks who have the ability and promise to meet the demands of an academically rigorous curriculum.

For Smith College's complete mission statement, please visit <http://www.smith.edu/collegerelations/mission.php>