



Office of Human Resources
Smith College
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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
Associate Vice President of Human Resources