



XAVIER UNIVERSITY

Introduction

Effective: April 30, 2008

Last Updated: April 30, 2008

Responsible University Office: Human Resources

Responsible Executive: Associate Vice President for Human Resources

Scope: All University Employees

A. REASON FOR POLICY

Xavier University is a community of inquiry in the Catholic, Jesuit tradition dedicated to forming students intellectually, morally and spiritually, with rigor and compassion, toward lives of solidarity, service and success. This Policies & Procedures Manual collects in one place, the human resources philosophies, policies and procedures of Xavier University. This manual is designed to be a working guide in the day-to-day administration of our human resource programs in a way that supports a positive work environment at Xavier University. Managers and supervisors are expected to become familiar with these philosophies, policies and procedures and to apply them consistently so that all employees, regardless of work area, location or shift assignment, are treated fairly.

B. POLICY

1. Except as provided in the Faculty Handbook for faculty and in the Labor Agreement for the Xavier University Patrol Officer's Association, all departmental policies & procedures contained in other manuals of Xavier University and pertaining to topics covered in this manual must be consistent with policies herein.

2. This manual is not all-inclusive and the information it contains is to be used as guidelines. It may be changed at any time by Xavier University.

3. It should be noted that the Labor Agreement outlines those policies applicable to Xavier University Patrol Officer's Association. In addition, policies contained in this manual are applicable to the Xavier University Patrol Officer's Association as referenced in the Labor Agreement or as denoted in "Scope" herein.

4. This manual in no way constitutes or implies an employment contract between Xavier University, its subsidiaries and its employees. It does not alter the "at-will" relationship between Xavier University and any employee and it does not guarantee employment for any definite period of time. Accordingly, both Xavier University and any employee are free to terminate the employment relationship at any time, with or without cause and with or without notice. No representative of Xavier University is authorized to enter into any agreement to modify this at-will status.

5. The master, controlling copy of the manual is maintained by The Office of Human Resources. You can access the most recent version on-line. The Office of Human Resources decides questions about interpretation.

Other applicable policies and/or resources:

Job Posting and Selection
Job Description
Hours of Work
Overtime
Performance Management Reviews