



SNU Policy: Purpose of Human Resources & University Policies

SNU Policy ID: General Information A-1

Policy Reviewed by: Director of Human Resources

Approval Authority: Vice President for Business and Finance

Approval Date: August 3, 2026

Next Review Date: August 3, 2031

Mission Alignment The purpose of Human Resources at Southern Nazarene University (SNU) is to support the university's mission of transforming lives through higher education within a Christian community. We seek to foster a work environment that reflects Christ-like character, excellence, and mutual respect.

General Policy Applicability The policies of Southern Nazarene University serve as the general guidelines for all university employees; however, certain policies are designated specifically for staff or for faculty. These guidelines are intended to aid in implementing effective, professional, and redemptive relationships among all members of the SNU community.

Objectives of Human Resources

The purpose of Human Resources is designed to:

- Enable effective, equitable, and uniform working conditions and policies across the university.
- Serve as a comprehensive guide regarding the services and benefits the University extends to its employees.
- Provide a foundation for shared understanding and stewardship of university resources.
- Promote the well-being of employees by fostering a supportive, Christ-centered workplace that values each person while advancing the mission and sustaining the needs of the University.

Nature of Employment (Please reference the published “**At-Will Employment Statement**” policy for the definitive verbiage.)

- **Not a Contract:** All Human Resources policies are a guide for information and are not an employment contract, nor are they intended to create contractual obligations of any kind.
- **At-Will Employment:** Unless otherwise provided in a written employment contract signed by the University (e.g., faculty contracts), all employment at SNU is for an indefinite period.
- **Resignation/Termination:** Non-Contractual employees are free to resign with two weeks' written notice at any time; likewise, SNU reserves the right to terminate employment at any time, with or without cause.



Administration and Revisions

- **Interpretations:** Questions regarding the interpretation of any policy should be referred to your supervisor. If further clarification is needed, please contact the Director of Human Resources.
- **Flexibility and Change:** The University reserves the right to change, revise, or eliminate policies or benefits at its discretion.
- **Notification:** Changes will be effective on the date determined by the University, and employees will be notified as soon as reasonably possible.
- **Deviations:** The only recognized deviations or exceptions from these stated policies are those authorized and signed by the President of Southern Nazarene University.