

NUMBER: A-2

TITLE: OBLIGATIONS

POLICY: The supervisor/manager has the following obligations to the employee:

1. Inform the employee of expected job performance.
2. Orient and train the employee to all aspects of the job.
3. Advise the employee whether or not job performance is satisfactory and discuss improvement.
4. Treat all employees under supervision fairly and impartially.
5. Serve as the chief source of information concerning employee's job, as well as all other pertinent activities of SNU.
6. Measure performance based on objective management judgment.

The employee has the following obligations to the supervisor and to SNU:

1. Treat all visitors and co-workers with courtesy and respect.
2. Perform as efficiently and effectively as possible.
3. Follow the letter and spirit of the University's rules, regulations and policies.
4. Keep in mind that the success of the University depends collectively on the individual contributions of each employee.
5. Communicate with supervisors in order to develop and maintain a harmonious and informed working relationship.