

**NUMBER:** A-1

**TITLE:** PURPOSE

**POLICY:** The policies contained herein are the general policies of the university for all employees; however, certain policies are applicable only to staff or only to faculty employees. It is intended to aid in implementing effective relationships among the University employees. Employees are encouraged to familiarize themselves with the contents of this manual, for it will answer many common questions concerning your employment.

This manual is intended to:

1. Enable effective, equitable and uniform working conditions and regulations,
2. Serve as a guide regarding services and benefits which the University extends to employees.

However, this manual cannot answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Unless otherwise provided in a written employment agreement between Southern Nazarene University and the employee, all employment with SNU is for an indefinite period. The length of your employment is not guaranteed. You are free to resign with two weeks' written notice at any time, with or without cause and SNU is free to terminate you at any time, with or without cause.

Questions regarding an interpretation of any policy should be referred to your manager and if further interpretation is desired, to the Director of Human Resources.

This manual cannot anticipate every situation about employment. In order to retain necessary flexibility in the administration of policies and procedures, the University reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this manual. When Southern Nazarene University takes such action, the changes will be effective on the date determined by the University, in accordance with applicable University procedures and legal requirement. Employees will be notified of such changes as soon as reasonably possible. The only recognized deviations from the stated policies are those authorized and signed by the President of SNU.