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1.3 Coverage, Terms and Conditions of Employment

Saint Mary's College of California

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1.3 Coverage, Terms and Conditions of Employment

The policies in this Handbook generally describe employment, appointment, retention, advancement and termination for all staff, full-time and part-time, regular and temporary, including executive, managerial, professional, athletic coaches and support staff, and faculty while holding a staff or administrative position or appointment. These policies do not apply to faculty appointed solely to teach (tenured, tenure-track or non-tenure track), who are covered by the Faculty Handbook.

Terms and conditions of employment are set forth in:

- Job offer confirmation letter – individual letter of employment or promotion, providing start date, position and specifying employment at-will (for an indeterminate period of time), issued only by the Assistant Vice President of Human Resources or designee; or,
- This Handbook, or
- An employment contract for a specific period of time signed by the President of the College

Some cabinet-level staff employees and athletic coaches have employment contracts for specific periods of time. Subject to the notice required by the specific terms of such contracts, the College has no obligation to offer another employment contract following the expiration of the specified term. All other staff receive individual letters of employment that specify that their employment is at-will and that they or the College may terminate the employment relationship at any time with or without cause or notice. Employees hired before offer letters expressly described employment as at-will are nonetheless employed at-will unless they have a current individual employment contract signed by the President of the College. There is no right to tenure associated with holding any staff position or performing any staff responsibilities at Saint Mary's.