

# Staff Handbook

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Volume 2014 2014 edition

Article 3

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March 2014

## PREFACE

Saint Mary's College of California

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### Recommended Citation

Saint Mary's College of California (2014) "PREFACE," *Staff Handbook*: Vol. 2014 , Article 3.

Available at: <http://digitalcommons.stmarys-ca.edu/staff-handbook/vol2014/iss1/3>

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# PREFACE

## **What is the Staff Handbook?**

The Staff Handbook is a reference manual of Saint Mary's administrative policies and, generally, certain procedures and practices in effect. The official version is online at [stmarys-ca.edu/human-resources/2014-staff-handbook](http://stmarys-ca.edu/human-resources/2014-staff-handbook)

## **Who is responsible for producing it?**

College Human Resources is responsible for producing the Staff Handbook. To request a revision of any content of this Handbook, or to propose new material please submit your comments at [www.stmarys-ca.edu/node/35371](http://www.stmarys-ca.edu/node/35371)

## **Who approves the Handbook contents?**

The College officer (also known as the “owner”) primarily responsible for a specific policy area formally approves Staff Handbook content relating to that area and brings any policy changes to the editor's attention. The owner who approves a policy is listed at the top of the applicable Section. In general, primary responsibility is assigned as follows:

- Section 1 Employment Policies – Assistant Vice President of Human Resources
- Section 2 Employee Conduct – Director of Employee Relations & Compensation
- Section 3 Working at Saint Mary's College – Assistant Vice President of Human Resources
- Section 4 Recruitment & Employment – Director of Faculty and Staff Recruitment
- Section 5 Development, Training & Performance Feedback – Director of Learning & Organizational Effectiveness
- Section 6 Communication & Problem Solving – Director of Employee Relations & Compensation
- Section 7 Compensation – Director of Employee Relations & Compensation
- Section 8 Benefits – Director of Benefits
- Section 9 Safety, Health & Environmental Services – Assistant VP of Human Resources
- Section 10 End of Employment – Director of Benefits
- Append A Acknowledgment of Receipt of Staff Handbook – Assistant VP of Human Resources
- Append B Technology Use Policy – Chief Technology Officer