

Staff Handbook

Volume 2014 2014 edition

Article 5

March 2014

Introduction

Saint Mary's College of California

Follow this and additional works at: <http://digitalcommons.stmarys-ca.edu/staff-handbook>

Recommended Citation

Saint Mary's College of California (2014) "Introduction," *Staff Handbook*: Vol. 2014 , Article 5.

Available at: <http://digitalcommons.stmarys-ca.edu/staff-handbook/vol2014/iss1/5>

This Main Text is brought to you for free and open access by the SMC Handbooks at Saint Mary's Digital Commons. It has been accepted for inclusion in Staff Handbook by an authorized editor of Saint Mary's Digital Commons. For more information, please contact digitalcommons@stmarys-ca.edu.

INTRODUCTION

Welcome

As a staff member at Saint Mary's College of California (also referred to in this Staff Handbook as "Saint Mary's College," "Saint Mary's" or "College"), you are engaged in advancing the College's Mission and are an important part of the College community. We hope you will find your work at Saint Mary's College to be rewarding, challenging and productive.



To Whom the Staff Handbook Applies

This Staff Handbook as amended from time to time is intended to inform individuals employed in or assigned to staff positions at the College of their benefits and obligations as an employee of the College. Staff positions cover all positions at the College other than faculty appointments to teach. Individuals employed at or assigned to the College who hold faculty appointments (whether tenure-track or non-tenure-track) to teach are covered by the Faculty Handbook.

Staff Employees Who Concurrently Hold Faculty Status

Individuals assigned to work at or who are employed by the College in a staff position (i.e., in any non-teaching role) and who concurrently hold faculty appointments to teach must also refer to the Faculty Handbook, as they may be covered by applicable provisions of both this

Handbook and the Faculty Handbook, depending on the context and their role (staff or teaching) in which a work-related situation arises. When an individual has both staff and teaching responsibilities and, as a result holds concurrent staff and faculty status, the Assistant Vice President of Human Resources or designee, in consultation with the Provost, makes the final decision as to which handbook controls the particular issue(s) and/or conduct.

Acknowledgment of Receipt of Saint Mary's College Staff Handbook

Please read the Handbook carefully and use the online [Acknowledgement web form](#) or return a print out of the [Appendix A: Acknowledgment form](#), signed and dated, to Human Resources. This Handbook may be amended from time to time. You will find the most recent version of the Handbook on SMCnet and the Human Resources website. Review these sources to determine if there have been updates to it, before relying on any particular section. If you have questions about any of the information contained in this Handbook, including if a section you are relying on is the most current one, please contact Human Resources (x4212), as you are presumed to have notice of and to understand its contents.