EMPLOYEE HANDBOOK

July 2020

Introduction

This Employee Handbook supersedes all previously published handbooks, policies and procedures. This manual is not a contract and does not give rise to contractual rights, express or implied.

This Employee Handbook has been prepared to help employees become familiar with Haverford College, its policies, work rules, and benefits. Policies and procedures will be periodically updated.

All employees will provide acknowledgment of having received a copy of this Handbook.

The provisions set forth in this Handbook are not intended to be all-inclusive. Each of the provisions in this Handbook is subject to change with or without notice to the employees. Employees should not rely on any provisions of this Handbook for a guarantee of employment rights or for any procedural protections against suspension or termination of employment. This Handbook is not intended to constitute a contract of employment, a promise of employment for any length of time, or a guarantee of the benefits or policies stated in it.

Unless an employment relationship is governed by the terms of a formal written contract between the employee and the College's President or the President's designee, as described below, all employees of the College are employed at will. This means that either the employee or the College may terminate the employment relationship at any time, for any reason, with or without notice. In other words, the College has the right to terminate employment whenever it so desires for any reason not unlawful.

The College reserves the right to interpret the policies, rules, benefits, and provisions contained in this Handbook as deemed appropriate by the College. Further, the College reserves the right to amend, modify, change, cancel, terminate or withdraw, at any time, with or without prior notice, unilaterally and at its sole discretion, any or all of the policies, rules, benefits, and provisions of this Handbook.

Except as authorized by the President of Haverford College, no representative of the College has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to any of the preceding statements set forth in this section. Similarly, no exception to any general policy, rule, benefit, or provision of this Handbook can be made without the written approval of the President or the President's designee.

This Employee Handbook is intended to comply with all applicable federal, state, and local laws, and all policies and provisions in this Handbook shall be interpreted and administered in accordance with such laws. In the event any policy or provision conflicts with these laws, the policy or provision shall be interpreted and administered in accordance with the applicable federal, state, or local law. The policies, rules, and benefit programs described in this Handbook are effective as of the date indicated on the cover page and supersede and/or replace all policies, rules, and benefit-program descriptions issued previously.

Welcome

On behalf of the Haverford College community, we are pleased to welcome you to our organization. As a Haverford College employee, your skills and efforts are valuable and will contribute to our excellent programs and ongoing success. We hope that you find your employment with the College to be productive and fulfilling.

This handbook provides information on College policies, processes, and employee benefits. Additional information on the College can be found at:

www.haverford.edu/about

catalog.haverford.edu/college/

Please contact the Office of Human Resources, 610-795-6124, if you have any questions about information contained in this handbook.

Again, we welcome you to Haverford and trust that you will become an engaged and enthusiastic member of the community!

Haverford College Governance and Organizational Structure

The Corporation of Haverford College holds legal title to the College assets and elects members and officers of the Corporation, members of the Board of Managers, the Standing Nominating Committee, and the Advisory Committee of the Corporation.

The Board of Managers is responsible for selecting the President of the College and for establishing policies related to the governance, the course of study, and the management of the College's resources. The Board meets four times a year.

The senior staff comprises the leadership of each of the College's organizational divisions. As a group, it

oversees the administrative policies of the College and serves as the president's cabinet.

The senior staff supports the president in setting strategic direction for the College, prioritizing and implementing administrative initiatives, and administering the annual operating budget.

Additional information on the College’s governance structure can be found at www.haverford.edu/president/governance. A deeper organizational structure is also available in Workday.