

INTRODUCTION

This Handbook is designed to acquaint staff employees (faculty should refer to the Faculty Handbook) with Southwestern Oklahoma State University ("University" or "Southwestern") and provide them with information about working conditions, employee benefits, and some of the policies affecting employment. Employees should read, understand, and comply with all provisions of the Handbook. It describes many responsibilities as an employee and outlines the programs developed by Southwestern to benefit its employees. One of the University's objectives is to provide a work environment that is conducive to both personal and professional growth.

Policies set forth in this Handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the University and any of its employees.

Should there be a conflict between the provisions of this Handbook and the provisions, laws or regulations of the federal or state government or the Board of Regents of Oklahoma Colleges or the Oklahoma State Regents of Higher Education, the latter shall take precedence.

No employee Handbook can anticipate every circumstance or question about policy. These policies are intended to serve as guidelines for the daily activities of the University. The University reserves the right to revise, supplement, or rescind any policies or portion of the Handbook from time to time as it deems appropriate, in its sole and absolute discretion. The policies presented in this Handbook may not be amended, deleted, or supplemented orally. The express written approval of the President of the University is required to make any changes in these policies.

Employees who have questions that are not addressed by this Handbook, should contact their supervisor or the Human Resources Office.