

BULLETIN NUMBER 46

TO: President, Vice Presidents, Deans, Department Directors and Chairs, and All Reynolda Campus Staff Employees

FROM: Ralph D. Pedersen
Director of Human Resources

DATE: September 30, 2003

SUBJECT: Staff Employee Handbook

Human Resources Bulletins are published by the Human Resources Department to provide information and guidance to staff, faculty and administrators of the Reynolda Campus. Human Resources Bulletins are accessible through the World Wide Web at:
<http://www.wfu.edu/hr/bulletins>.

A new, updated version of the Reynolda Campus Staff Employee Handbook has been published and is available in electronic format at www.wfu.edu/hr/staff-handbook/handbook.pdf

The handbook is being distributed only in electronic format **except** to new employees who will receive a printed copy of the handbook for use as a reference during the New Staff Employee Orientation Program.

Employees who do not have access to the electronically published handbook may request a printed copy by contacting the Employee Relations Specialist at 758-4945.

The handbook provides convenient and ready access to information compiled from a variety of sources. It is intended to be informational rather than contractual in nature. Much of the information contained in the handbook consists of extracts of University policies and procedures. On matters of importance, users of the handbook should consult the appropriate official document rather than relying on the extract reprinted in the handbook, which is not construed as modifying rights or obligations defined in such documents.

Every reasonable attempt will be made to keep information in the handbook current; however, it should be noted that information contained in the handbook is subject to change without notice.