

# EMPLOYEE HANDBOOK FOR STAFF

## Introduction

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Welcome to the University of Chicago!

As a leading institution of higher learning, our goal is excellence in teaching, research, community engagement, and patient care. In order to maintain our leadership role, we depend on each staff employee to act as a representative of and support the University. We value integrity and open communication and expect our employees to be honest, innovative, and industrious.

The purpose of the Employee Handbook is to provide information and guidance to staff employees about working at the University of Chicago. We encourage staff employees to read and become familiar with the policies of the University and their department.

This handbook supersedes all prior versions, and the contents are subject to change at any time at the sole discretion of the University. This handbook is presented for informational purposes only and is not intended to create a contract or agreement. Also, departments may have additional procedures or guidelines, which are specific to their needs and supplement these policies.

Staff employees working in positions covered by a collective bargaining agreement should refer to the agreement, which also governs the terms and conditions of employment. To the extent these policies conflict with any applicable collective bargaining agreement, the collective bargaining agreement will govern.

All other staff employees at the University are at-will employees, and their employment may be terminated at any time for any or no reason.

Staff employees are expected to be familiar and comply with the policies in this Handbook, the University's Human Resources Policies (<http://humanresources.uchicago.edu/fpg/policies/index.shtml>) as well as other University policies

The University's policies may change at any time, and staff employees are expected to comply with the most current versions. To the extent this Handbook conflicts with any applicable University policy, the policy will govern. Supervisors are key resources concerning policies and procedures of the University, department, or unit. If you have questions concerning this Handbook or a policy, consult your supervisor for clarification.