

# Saint Joseph's College

## Policy Manual

### Human Resources

Section Name: Beginning Work

Section Number: 2.01

Effective Date: 8/1/2018

#### **SUBJECT: Employment Offer**

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##### **Purpose:**

The employment offer, both verbal and written, provides the details for employment with the College for a specific position.

##### **Applicability:**

Faculty and Staff

##### **Policy:**

The President of the College, the Vice President and Chief Learning Officer for faculty appointments, Assistant Vice President and Chief Human Resources Officer, and the Director of Human Resources as well as other designated members of the Human Resources department are authorized to issue an official offer of employment. This includes individuals new to the College and current faculty and/or staff who obtain a new position. The offer will take the form of a verbal offer and/or appointment letter or contract that will identify the position, compensation, start date and any other general conditions that are deemed important including the successful completion of a post-offer background check. Under no circumstances will the College acknowledge an employment offer that comes from a person other than the aforementioned individuals. The College adheres to the policy of employment-at-will, which enables either the employee or the employer to terminate the employment relationship at any time with or without cause, except for an unlawful reason.

##### **Procedure:**

For Faculty

- The Vice President and Chief Learning Officer verbally extends an offer and produces and sends the faculty contracts from their department.
- Human Resources will provide additional information pertaining to employment as it relates to onboarding activities/documentation.

For Staff

- The President of the College, Assistant Vice President and Chief Human Resources Officer, and the Director of Human Resources as well as other designated members of the Human Resources department extend verbal offers.

- Human Resources produces and sends the offer letter and onboarding information and documentation.
- If a current Staff member obtains a new position with the College, Human Resources will provide a new offer letter for the employee to sign and acknowledge. A new adaptation period begins at this time.