

Saint Joseph's College

Policy Guidebook

Human Resources

Section Name: Starting Your Career with SJC

Section Number: 2.01

Effective Date: 2/22/2023

SUBJECT: Employment Offer

Purpose:

The employment offer, both verbal and written, provides the details for employment with Saint Joseph's College.

Applicable to:

All Faculty and Staff

Policy:

The President of the College, the Senior Vice President for Learning and Programs for faculty appointments, and the Assistant 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. Under no circumstances will the College acknowledge an employment offer that comes from a person other than the aforementioned individuals.

After the hiring manager and Human Resources have determined which candidate(s) will be offered employment and how much salary will be offered, Human Resources will contact the chosen candidate(s) to extend the offer. Human Resources will confirm or correct the candidate's understanding of employment conditions and benefits and will answer any remaining questions. This will prevent hiring managers unfamiliar with the complexities of employment law from unintentionally making implied promises about the duration or prerequisites of the job.

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. 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:

New Faculty

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

New Staff

- The President of the College, the Assistant 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 for the new position.