



<b>BUSINESS POLICY AND PROCEDURE MANUAL</b>	Date Issued: 9/90	Revision Date:	Page: 1 of 1
			Classification Code: 03-01
	Section:  PERSONNEL		
Subject:  EMPLOYMENT PRACTICES			

GENERAL STATEMENT OF POLICY

1. Southeast Missouri State University seeks to employ individuals who demonstrate high professional competencies, perform their responsibilities efficiently, and function as team members. Applicants are interviewed, screened, and employed without regard to sex, race, color, creed, age, handicap, national origin, or veteran status.
2. Personnel policies provided in this section apply to all employees of the University with the exception of Faculty or Bargaining Unit Employees. Employees in these areas are subject to policies outlined in the Faculty Handbook or Bargaining Unit Resolutions. While the Director of Human Resources administers the overall policy and procedures outlined in this section, it is the responsibility of the individual supervisor to deal with employees on a day-to-day basis. The Vice President for Finance & Administration serves as the personnel officer for the President, Provost, Vice Presidents and Deans, and they are subject to policies developed and administered through that office.
3. The policies and procedures contained herein are to provide guidance to staff in matters affecting their employment relationships. These policies and procedures may be changed from time to time as determined by the Board of Regents or its designee.
4. It is the responsibility of college deans, department chairpersons and other supervisors to promote the overall mission of the University while adhering to personnel policies and procedures including the institutional commitment to Affirmative Action and Equal Employment Opportunity.
5. Nothing included in this section in any way exempts the University from the employment-at-will doctrine whereby either the University or the employee may terminate the employment relationship for any reason or for financial, legal, professional reasons or in other situations where it is deemed to be in the best interests of the University.