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4.000 Human Resources (see 5.300 for Faculty Employment)

October 2011

4.001 Guiding Principles for Human Resources

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Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <i>Interim</i>		Guiding Principles for Human Resources Policy 4.001	
Human Resource Policies		Effective date: September 6, 2011	
Policy History:	Approved by:	Resolution	Date
	Chancellor	N/A	September 6, 2011
Revision	Office of General Counsel	N/A	May 12, 2017
Revision	Office of General Counsel	N/A	April 13, 2018
Responsible Office:	Responsible Administrator	Contact information:	Applies to:
Office of Human Resources	Vice Chancellor, Human Resources	937-769-1336	All Employees

I. Introduction

Antioch University's ("AU" or the "University") Human Resources policies are based on the following principles:

- A. The University is committed to creating and sustaining a workforce of highly qualified and motivated faculty and staff who are all dedicated to achieving the charitable and educational mission of the University. The University proactively embraces best practices and workforce diversity and is committed to providing a positive, discrimination-free environment in which to work and one that encourages its employees to balance work and personal commitments.
- B. The University's compensation program will be administered fairly and equitably and will strengthen the relationship between pay, performance and organizational success in accordance with the University's salary administration policy. Employee

total compensation (salary and benefits) will be competitive with regional markets. The University will provide the infrastructure to enable on-going reward and recognition of outstanding performance.

- C. The University shall apply each Human Resources policy in a fair and consistent manner in accordance with its equal employment opportunity and affirmative action policies recognizing the need for consistency across and within campuses and programs to the greatest extent possible, while maintaining flexibility to respond to unique and individual circumstances.
- D. The University must constantly prepare itself for the challenges of the future. In so doing, the University will create opportunities for employees to acquire the needed skills to continue to advance the mission of the University. During times when reduction or change in the workforce is required, the University will rely on attrition to the extent reasonably possible and appropriate.
- E. An employee's written employment agreement as set forth in their letter of appointment is an expression of their contractual rights vis-à-vis the University. In general, appointment letters for full-time benefited employees are for a one-year term. Exceptions to this general rule apply to core faculty. Employees have no right or expectancy in employment beyond the term of the written agreement.
- F. Those employees who are not eligible to receive a written appointment letter for a specific term, or who refuse to sign their appointment letter, are employees-at-will. This typically applies to casual employees or those part-time employees who do not qualify for benefits. Employees engaged on an at-will basis are free to resign at will at any time, with or without cause. Similarly, the University may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law. University policies set forth in this repository are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the University and any of its employees.
- G. The provisions of the University Human Resource Policies have been developed at the discretion of the University and any policy or employee benefit plan referenced in the policies may be amended, withdrawn, or terminated at any time, as the University may determine to be necessary or appropriate at the University's sole discretion.
- H. The Chancellor of the University or designee shall have authority to create an employment agreement binding on the University. Any such agreement must be in writing, expressly state the term of the agreement, detail the employment status, and be signed by both the employee and the Chancellor or designee. Therefore, employees shall not rely on the oral promises, statements, acts, customs, or omissions of any University representative or manager as it relates to the terms of

their employment or take any action or refrain from taking any action concerning their employment status based on such statements, acts, customs or omissions.

II. Effect on Earlier Policies:

These University Human Resource Policies, as amended, supersede all earlier or inconsistent policies and practices of the University or its campuses and may not be amended or added to without the express written approval of the Board of Governors or Chancellor of Antioch University in accordance with the University's Policy Development and Approval Policy.

Policy Cross References

Policy Development and Approvals Process	Policy # 1.103
Affirmative Action and Equal Opportunity	Policy # 4.005
Salary Administration and Classification	Policy # 4.217