

100.1 Intent

Purpose To state the intent of this policy manual.

Policy This policy manual is intended to provide working guidelines and descriptions of Rensselaer's benefits and policies.

These guidelines seek to ensure that daily decisions affecting employees are made uniformly throughout the Institute. These guidelines are not, however, binding on the Institute and may be modified or altered on a case-by-case basis.

Procedure It is the responsibility of each supervisor to administer these policies in an impartial and consistent manner.

It is the responsibility of the Division of Human Resources to monitor the administration of these policies throughout Rensselaer.

All questions regarding the interpretation or application of the provisions of these policies should be referred to the Division of Human Resources, which shall have sole authority in interpreting such policies, procedures and provisions.

100.2 Scope

Purpose To state to whom the policies in this manual apply.

Policy The policies in this manual apply to all Rensselaer employees, and only where indicated, to students, visitors, independent contractors, volunteers, interns and vendors and may be amended from time to time at the sole discretion of the Institute.

Definition "Employees" includes all exempt and non-exempt employees, including Tenure and Tenure-Track Faculty, Non-Tenured Faculty, Staff, Members of the President's Cabinet, Academic Deans, Administrative Deans, Directors, Associate and Assistant Vice Presidents, Research and Instructional Personnel, and Student Employees.

Procedure This manual is designed to be a reference for all Rensselaer Employees, including Members of the President's Cabinet, Academic Deans, Administrative Deans, directors, managers and supervisors who have responsibility and accountability for Rensselaer employees, guests, vendors and others whose day-to-day responsibilities include policy administration and the supervision of others.

Headings of "Purpose", "Policy" and "Procedure" are for convenience purposes only.

100.3 Employment At-Will

Purpose To clearly establish that each worker's employment is at-will and to establish that each employee understands the at-will nature of his or her employment.

Policy At Rensselaer Polytechnic Institute, each worker's employment is at-will, unless said employment is pursuant to a duly authorized written Employment Agreement or pursuant to the terms of the Rensselaer Faculty Handbook.

No policy, provision or procedure in this manual is intended to create a binding employment agreement, or an implied or expressed contract, between any employee and Rensselaer Polytechnic Institute.

At-Will Employees are hereby given clear notice that their employment is for no specific term, is not guaranteed in any way, and can be ended—by the employee or Rensselaer—at any time, with or without cause or notice.

Procedure To counteract any potential wrongful discharge claim, it is important that each employee is aware of the at-will nature of his or her employment. To this end, an at-will disclaimer is prominently displayed in the *Rensselaer Polytechnic Institute Employee Handbook*.

New employees must sign and date the "Employee Acknowledgment Form" in the Employee Handbook indicating that they are aware of the at-will nature of their employment.

Executed "Employment Acknowledgment Forms" should be retained in each employee's individual official personnel file.

Failure of an employee to execute such "Employee Acknowledgment Form" shall not affect the nature of at-will employment.

100.4 General Contract Disclaimer

Purpose To clearly establish that this manual's policies and provisions are guidelines only and are not intended to create any agreement or contract between Rensselaer Polytechnic Institute and its employees.

Policy The policies and procedures in this manual are designed to serve as guidelines for management action.

No policy, provision or procedure in this guidelines' manual creates a binding employment agreement, implied or expressed contract, or guarantee of continued employment, nor is any guideline intended to create any kind of contract, binding agreement or guarantee.

Procedure This general contract disclaimer policy is intended to negate any potential interpretation of an employee handbook policy, Human Resource Policy Guideline, procedure, program or provision as a binding agreement between Rensselaer and its employees.

It is important that each employee is aware that policies and procedures in this manual are designed to be guidelines, and not intended to create any contract or binding agreement. To this end, a general contract disclaimer is prominently displayed in the *Rensselaer Polytechnic Institute Employee Handbook*.

New employees must sign and date the "Employee Acknowledgment Form" in the Employee Handbook acknowledging that Rensselaer policies and procedures are not intended and cannot be construed as a contract or guarantee of employment.

Executed "Employee Acknowledgment Forms" are retained in employees' individual official personnel files.

Failure of an employee to execute such "Employee Acknowledgement Form" shall not create a contractual agreement between the Institute and employee.

100.5 Oral Representation Disclaimer

Purpose To ensure that the Institute is not bound by any oral assurances of employment.

Policy Any employment agreement binding the Institute to specific terms or benefits must be approved in writing and signed by the President, Provost, the Vice President for Human Resources or designee. Rensselaer Polytechnic Institute is not bound by any oral assurances of employment.

Procedure This policy makes it very clear that an oral assurance of employment is not binding.

When filling job vacancies, interviewers should advise applicants who may be prospective employees that binding invitations of employment are written, and are signed by the President, Provost, the Vice President for Human Resources or designee.

100.6 Right to Modify Procedures and Policies

Purpose To ensure the Institute's right to modify any policy or procedure without prior or further notification.

Policy The Vice President for Human Resources, acting on behalf of the President's Cabinet, reserves the right to change, add, or eliminate any of the Institute's policies, procedures, health, welfare, and Pension benefit plans, or language, except the Institutes' policy regarding "at will" employment, at any time without prior or further notice except those contained within the Faculty Handbook.

The Vice President for Human Resources, acting on behalf of the President's Cabinet, reserves the right to issue new policies or a new policy manual and/or employee handbook, which supersedes any previously issued manual or handbook.

Any new policies or procedures supersede any previously issued verbal or written policies.

Procedure This policy makes it clear that Institute policies, procedures, benefits, and language, except the Institutes' policy regarding "at will" employment, can be changed, added, or eliminated at the discretion of the Vice President for Human Resources.

Although Rensselaer endeavors to let employees and supervisors know of any policy change in a timely manner, notice is not required, and the Institute reserves the right to make changes without notice.

When policy changes are made, managers and supervisors are expected to familiarize themselves with the new policy(ies) and procedure(s).

Managers and supervisors are expected to comply with Institute policies and procedures that are currently in force when doing their own work and when supervising the work of others.

Questions and concerns about the administration of new or revised policies and procedures should be directed to Division of Human Resources personnel in a timely manner.

100.7 Right to Deviate from Procedures and Policies

Purpose To establish the Institute's right to deviate from policies and procedures.

Policy Rensselaer reserves the right to manage its employees as circumstances warrant or as Rensselaer sees fit.

All policies and procedures outlined in this manual, or in the *Rensselaer Polytechnic Institute Employee Handbook*, except the Institute's policy regarding "at will" employment, can be changed or modified at any time that particular circumstances warrant.

The Institute reserves the right to deviate from the policy manual and employee handbook policies or procedures at any time.

Procedure While the policies and procedures in this manual are guidelines for management action, a written manual cannot address every potential workplace situation that might arise. Therefore, the Institute reserves the right to manage its employees as management sees fit or as circumstances warrant.

This policy allows managers, within the confines of the law, to hire, transfer, promote, discipline, terminate, and otherwise manage their employees in a way that is appropriate to the circumstances of the situation. For example, the steps in the Rensselaer disciplinary procedure are discretionary. Rensselaer has the right to deviate from the disciplinary procedure as circumstances warrant.

Questions concerning this policy should be addressed to Division of Human Resources, which shall have sole authority in interpreting such Policies and Procedures.

100.8 Benefits Disclaimer

Purpose To establish Rensselaer's right to terminate or amend any of its benefit plans.

Policy This manual only highlights the terms of the Institute's employee benefit plans. The actual terms of the various employee benefit plans are stated in, and governed by, the formal plan documents.

Rensselaer reserves the right to modify, amend, suspend or terminate any plan at any time, and for any reason without prior notification. Participants will be notified of any changes to the plans and how they affect employee benefits, if at all. The benefit plans are governed by insurance contracts and plan documents, which are available for examination upon request. While Rensselaer attempts to make explanations of the plans in this manual as accurate as possible, should there be a discrepancy between this manual and the provisions of the insurance contracts or plan documents, the provisions of the insurance contracts or plan documents will govern.

Any information provided by Rensselaer is not intended as investment advice, and employees should seek investment advice from his/her own investment consultant.

A participant and/or beneficiary, including retirees, shall not have any right to benefits under the plan that in any way interferes with Rensselaer's right to terminate or amend any plan.

Procedure This policy makes it clear that the Institute has the right to terminate or amend any of its benefit plans.

Managers and supervisors should not attempt to answer questions concerning employee benefit plans. Such questions, from applicants and from employees, should be referred to the Division of Human Resources.