



OVERVIEW

Molloy has established policies to connect our mission to the everyday actions of our community. These policies clarify the institution's expectations of its individual members, mitigate institutional risk, enhance efficiency, and support compliance with laws and regulations. -These policies replace and supersede any previous administrative/staff handbooks and apply to all non-faculty employees regardless of date of hire and campus location. Employees are expected to adhere to the policies and procedures listed herein. Only specified employees of Molloy University have the authority to enter a written or oral contract. Nothing contained in these policies is intended to alter this fact. Only written contracts of employment executed by the President or Vice President for Academic Affairs will be recognized by the University.

In addition, circumstances may require that policies, practices, and benefits be updated or changed. Consequently, the University reserves the right to amend, supplement, or rescind any provisions of this handbook as it deems appropriate at its sole and absolute discretion. Employees will be notified of such changes as soon as they occur.

For simplicity of terminology, Molloy University may also be referred to as "the University" in this handbook.

Please review this handbook carefully. If you have any questions, please contact the Human Resource Department.