

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

The [Employee Handbook](#) can be found on the [Employment Services website](#), and describes important information about Macalester College, your employment with Macalester College, and the College's policies and employee benefits. I understand that I should consult Employment Services regarding any questions not answered in the Handbook.

Because basic trends, legislation, and economic conditions are always changing, the contents of the Employee Handbook are subject to change at any time at the College's discretion. Any change to benefits, policies, or rules will be made with due consideration of the mutual advantages, disadvantages, benefits, and responsibilities said changes may have on employees and the College.

- I understand, and agree, that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" employment relationship unless expressed in writing, with the understanding specifically set forth in a contract and signed by myself and the President of Macalester College or designated representative of the college.
- I understand that, except for employment at-will status, any and all policies and practices may be changed at any time by Macalester College. The College reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the President of Macalester College or a designated representative has the ability to implement any revisions to the policies in this Handbook.
- I am aware that during the course of my employment, confidential information may become available to me and that this information must not be given out or used outside of my employment with Macalester College.
- A summary of the contents of the [Employee Handbook](#) include:

About the Employee Handbook	Purpose and general description of the Employee Handbook.
Staff Employment	EEO & AA; Background Check; Selection and Placement; Re-employment; Classification of Work; Employment Letters/Salary Notices; Temporary Staff Employment; Hours of Work and Outside Consulting; Flexible Work Arrangements; Time Reporting; Paid Procedures Overtime; Campus Tours; Employment Services Department Services; Review of Personnel Record by Employee; Employment responsibilities; Termination of Employment; Protests and/or Occupation of Offices.
Staff Wage and Salary Plan	Staff Wages and Salary Plan.
Staff Training & Development	Training and Development Opportunities; Performance Evaluation.
Employee Benefits	General Benefits Information; Flexible Compensation; Life Insurance and Supplemental Death Benefit; Long-Term Disability Insurance; Business Travel Accident Insurance; Liability Insurance Policies; Health and Life Insurance Continuation Coverage; Dental Insurance; Employee Assistance Program;

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	Holidays; Leaves from Work; Retirement Plan; Dependent Tuition Assistance Program; Social Security; Employment Compensation; Workers Compensation; Staff Service Awards.
Additional College Policy Statements	Community Standards; Accommodations for Disabilities; Information Technology Responsible use Policy; Copying Code of Ethics; Flag Policy; Institutional Review Board; Statement on Consensual Relationships; Statement on Scientific Misconduct; Academic Integrity Policy; Affirmative Action Policy Statement for Faculty Hiring; Ownership of Copyright in works; Religious Holiday Policy (students); Bottle Water Policy; Whistleblower Policy.
Health and Safety	Health and Safety; Chemical Hygiene Plan; Work-related Injuries/Incidents; Emergency Procedures; Protection of Personal and College Property; Facilities Services/Security Office Services; Tobacco Free Policy; Hazard Information; Alcohol and Drug Policy.
HIPAA Policies and Procedures	Notice of Privacy Practices; HIPAA Privacy Policies and Procedures; HIPAA Privacy Policy – Hands Off; HIPAA Privacy Office; Notice of Privacy Practices; Use or Disclosure of Protected Health Information (PHI); Minimum Necessary Standard; Individuals’ Rights to Access and Copy PHI; Individuals’ Rights to PHI; Accounting of Disclosures of PHI; Restrictions on Use or Disclosure of PHI Requested by Individual; Restrictions on Confidential Communications Requested by Individual; Privacy Complaint Procedure; Authorization for Use or Disclosure of PHI; Revocation of an Authorization; Business Associates and Business Associate Agreements; Retention of PHI Documentation; HIPAA Privacy Training Program; Personal Representative; Coordination with other Laws; Disclosures to Plan Sponsor; Duty to Mitigate; Discipline Policy; Computer Terminal and Workstations; Electronic Mail System (e-mail) Security; Facsimile Machine Security.
Sections related specifically to faculty	These sections are located in the Faculty Handbook .

I understand that my signature below indicates that I have read and understand the above statements, have received directions to access a copy of the Macalester College Employee Handbook, and that it is my responsibility to read and comply with the policies contained in the Employee Handbook and any revisions made to it.

Print Name

Date

Signature



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