Effective Date: **July 1, 2026**

POLICY

EMPLOYMENT

About the Employee Handbook

RESPONSIBLE OFFICE

Human Resources

The revised Employee Handbook incorporates the changes that have been made by the? University, as well as changes that have been made in response to recent laws enacted by the?Commonwealth of Massachusetts and the federal government. These revisions supersede?previous versions of this Handbook.

The policy statements contained in this Handbook apply to regular employees who are not? covered by a collective bargaining agreement and who are not members of the faculty. In? specific terms, only regular, full- and part-time employees (those with assignment durations of? nine months or more) are covered by the policy statements, including exempt administrative? staff, exempt research staff, non-exempt administrative support staff, non-exempt research? support staff, teachers, and non-faculty instructors.

The policies in this Handbook are to be administered in a consistent manner by supervisory personnel. If the employee works on the Charles River Campus, questions regarding the policies should be directed to the Human Resources Business Partner responsible for the employee's department. Medical Campus employees with questions regarding these policies, or related matters, should contact Medical Campus Human Resources.

Neither this Handbook nor any other University guidelines, policies, or practices creates an employment contract, bargain, or agreement or confers any contractual rights whatsoever. Unless otherwise provided by applicable law or applicable employment agreement, employment with the University is at-will, and either the employee or the University may terminate employment at any time, with or without cause, reason or notice. No representative of the University is authorized to provide any employee, individually or on a collective basis, with an employment contract or special arrangement concerning the terms or conditions of employment unless the contract or agreement is in writing and signed by the Dean, Vice President, or higher-level University Official.

END OF POLICY TEXT

Additional Resources Regarding This Policy

THIS POLICY IS PART OF THE EMPLOYEE HANDBOOK AND POLICIES MANUAL , AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRISE THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN EMPLOYEE.

Categories: Employee Handbook and Policies Manual, Employment, Non-Represented Staff
Keywords: Employee Handbook