

### **3.00 About This Handbook**

This Staff Handbook is designed to provide you with important information about your employment with Birmingham-Southern College. The Handbook is not intended to be, and may not be construed as, an employment contract, any part of a contract or an offer of employment. The Handbook may be changed at any time by Birmingham-Southern College, without advance notice. You will be notified of revisions to the Handbook electronically. You have the responsibility to periodically review the Staff Handbook for changes, additions, or deletions. If you do not have regular computer access, printed copies of revisions will be available for review in your office.

This Handbook is only one source of information about your employment. Other policies and procedures of Birmingham-Southern College may be contained in other documents. You must comply with all applicable policies and procedures, whether contained in this Handbook or other documents of Birmingham-Southern College.

The descriptions of employee benefits, such as group health insurance and retirement benefits, in this Handbook are designed to provide a general overview. In case of any conflict between this Handbook and any applicable employee benefit plan, the terms of the official plan documents control. If you have any questions about an employee benefit plan, or if you care to review the plan documents, you should contact the plan administrator.

You are responsible for reviewing and reaching a clear understanding of the materials in this Handbook. If you have questions about any information contained in this Handbook, you are responsible for contacting the Human Resources Office (226-4646) for clarification.