

LOYOLA LAW SCHOOL
HUMAN RESOURCES POLICIES AND PROCEDURES

DIVISION: LAW SCHOOL/HUMAN RESOURCES	
SUBJECT: INTRODUCTION TO POLICIES	Page 1 of 1
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1. STATEMENT OF POLICY:

The Loyola Law School Human Resources Policies and Procedures (“HR Policies”) outline the Law School’s personnel policies and procedures. It is designed as a guide for the consistent, fair and uniform treatment of all faculty and staff members. The policies posted on the Law School Intranet are the policies and procedures in effect at the time of publication. The HR Policies posted on the Intranet supersede and replace all previous personnel policies, procedures, understandings and guidelines.

Nothing contained in any HR policy or procedure, in any Law School policy or procedure or any other Law School document is intended to imply continued employment or to otherwise limit in any way the “at-will” employment relationship. As a result, nothing contained in any HR Policy or in any Law School policy or procedure should be construed to alter the “at-will” employment relationship between the Law School and any staff member, nor do any such policies or procedures oblige or otherwise bind the Law School to follow any particular procedure in the course of imposing discipline or terminating employment.

The HR Policies and any other Law School policy or procedure may be updated periodically to guarantee the accuracy of their contents. Accordingly, the Law School reserves the right to revise, supplement or rescind any provision or term in its policies and/or procedures or in any other Law School document at any time as may be appropriate, in its sole discretion. In addition, faculty/staff members should contact their Dean or manager or Human Resources to obtain current information regarding the status of any particular policy, procedure, guideline or practice. Any statements or representations made by any person that conflict with anything contained in the HR Policies or any Law School policies or procedures are not binding on the Law School.