



## **Purpose and Principles of this Policy Manual (6.2)**

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### **PURPOSE**

It is the purpose of this manual to establish and maintain a uniform system for managing personnel matters; to comply with applicable employment laws; and to provide for the standards, terms and conditions of employment with Tennessee State University.

### **POLICY**

It is intended, by adoption and periodic amendment of these policies and procedures, to provide a guide for employees of the University in their routine work activities and relationships to the extent that the objectives of both Tennessee State University and individual employees can be achieved.

### **PROCEDURE**

Tennessee State University believes the success of the University is largely due to the quality of its employees, the development of each employee's full potential and the University's ability to provide timely and satisfying rewards. Tennessee State University also recognizes employees differ in their skills, goals, perceptions and values; and it is basic to human nature that conditions may arise that are either insufficiently addressed in these procedures, or result in conflicts. In such cases, the University will endeavor to make personnel decisions that are fair and equitable, while at all times assuring the best interests of the University are served.

Tennessee State University hereby asserts it has the right to employ the best qualified persons available; the continuation of employment is based on the need for work to be performed, availability of revenues, faithful and effective performance, proper personal conduct and continuing fitness of employees; and all employees are terminable at will unless otherwise specified in writing as a prescribed employment term.

Therefore, the procedures set forth in this manual prescribe the terms, conditions, and standards of personnel operations for Tennessee State University, the content of which is neither contractually binding upon the University nor restrictive in terms of amendment or interpretation

by the University. Employees are expected to acquaint themselves fully with the contents of this manual in order to establish an employment relationship based on a complete understanding of Tennessee State University personnel requirements, expectations and methods of conducting personnel matters. Since it is the policy of the University to encourage employee participation in all matters that affect their work, employees are encouraged to offer suggestions for improvement to these policies, employment practices or working conditions.

Where there may be instances when these policies and procedures conflict with policies and procedures promulgated by the Tennessee Board of Regents, the Tennessee Board of Regents policy shall apply.

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## **REFERENCE**

None