

# GREETING FROM THE DIRECTOR OF HUMAN RESOURCES

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## **To Administrative Staff:**

This handbook is designed to provide helpful information to all members of the Administrative Staff and to acquaint employees with Denison, its policies, procedures, and benefits and to help employees understand their rights, privileges and obligations.

This handbook is a guide rather than a contract and is not intended to be an all-inclusive listing of policies. Much of the information has been summarized from insurance policies, retirement programs, and other personnel policy statements. Denison reserves the right to correct errors and to amend the wording in this handbook at any time or to eliminate any policies, procedures, or benefits described in this booklet.

We hope that all employees will find their association with the University to be a rewarding and pleasant experience. Welcome to Denison University.

James P. Ables

Director of Human Resources