

1.01 Disclaimer

The Handbook has been prepared to answer some of the questions you may have concerning the College and its policies. Please read it carefully. The policies stated in this Handbook are subject to change at the sole discretion of the College. From time to time, you may receive updated information concerning changes in policy. Should you have any questions regarding any policies, please ask your supervisor or the human resource office for assistance.

The Handbook and its contents do not constitute an express or implied contract of employment. Unless otherwise provided in an express written contract, employment at the College is at will and may be terminated for any reason, with or without notice, by the College or by you, as an employee. Only the President of the College or his/her designee is authorized to bind the College to a written contract of employment.

In this Handbook, the College has endeavored to provide you with an overview of the policies and procedures that will promote positive employee relations and a productive workplace. Creating an atmosphere where all who come to the College are welcome to work, learn, and serve together requires all of us to demonstrate high levels of courtesy and respect for fellow staff members, faculty, students, community members, visitors, and friends of the College with whom we have contact on a daily basis. It is the expectation of the College that you kept apprised of the policies wherein by reviewing this handbook on the College intranet or inquiring to your supervisor or human resources.

This Handbook is designed to provide information that will make it easier to develop and maintain successful relationships as a member of the McPherson College staff. It provides a general view of the College's employee benefits, your responsibilities as an employee, and work rules of the

College. The Handbook should also help you answer the commonly asked questions about employment at the College. The College reserves the right to interpret, modify, or make exceptions to its policies and procedures at any time, and to terminate existing policies or add new ones as necessary. In the event there is an inconsistency between the handbook and a benefit that is regulated by federal or state laws, the applicable laws and regulations will have precedence. In some cases, such as insurance and retirement plans, benefits provided are governed by lengthy legal documents. Such documents are not included in the Handbook, but they are available upon request from the Human Resource office. In the event of any conflict between the Handbook and the Plan Documents, the Plan Documents control.

1.02 Mission & History

Mission Statement

McPherson College's mission is to develop whole persons through scholarship, participation, and service.

To accomplish our mission, McPherson College embraces the ideals of scholarship, participation, and service.

Scholarship. All absolute truth is God's Truth, and humankind must labor diligently in the pursuit of truth we can know; thus, McPherson College upholds the highest standards of academic excellence. Faculty strive to teach students to think critically and independently, to communicate clearly and effectively, to integrate knowledge across the disciplines, and to assess the value conflicts in issues. This is done without coercion, letting the evidence lead the search, and with respect for the consciences and value differences of

others.

Participation. Students apply knowledge, practice skills, and deepen and broaden their understanding of themselves and others through active participation in diverse learning experiences. A smaller community requires greater participation from its members. For these reasons, McPherson College is committed to being a small college and to encouraging student participation in a variety of activities.

Service. God's love is personified in the life of Jesus, who came to serve the world. Through works of peacemaking and compassion, humanity responds to God's love and becomes an instrument of God's servanthood in the world. Therefore, McPherson College emphasizes service to others, encouraging all members of its community to give selflessly of themselves to others.

History

Chartered in 1887 by leaders of the Church of the Brethren, McPherson College has a 116-year history of providing excellent liberal arts and career-oriented education shaped by the essential values of its founding denomination. The Church of the Brethren is a Christian denomination founded in Germany in 1708. It accepts the New Testament as the rule of faith and emphasizes the inherent value of all persons, the communal discernment of truth, the necessity of putting faith into action, and the biblical calls to simplicity, nonviolence, nonconformity and transformation through education. Brethren strive to "continue the work of Jesus – peacefully...simply...together"

McPherson College's programs integrate career guidance and practical experiences into a traditional liberal arts curriculum that upholds the highest standards of academic excellence. Our goal is to help students discern a vocational call consistent with their gifts and interests and to prepare

them for a life of meaningful work.

Community is central to McPherson College. We affirm diversity within the community, emphasizing unity and acceptance rather than judgment and rejection. Because we believe that the pursuit of truth is a collective endeavor, and that the point of scholarly learning is to advance the common good, McPherson College aspires to be a healthy community of learning where whole persons nurture and balance their physical, intellectual, and spiritual components; develop and live in respectful, reciprocal relationships with others; and are committed to responsible service to the world.

1.03 McPherson College Nondiscrimination/Equal Employment Opportunity Statement

See [ADM 170 McPherson College Nondiscrimination/Equal Employment Opportunity Statement](#)

1.04 Employment At Will

The Handbook and its contents do not constitute an express or implied contract of employment. Unless otherwise provided in an express written contract, employment at the College is at

will and may be terminated for any reason, with or without notice, by the College or by you, as an employee. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of McPherson College employees. Additionally, any employee who does not report to duty for three or more consecutive work days will be considered to have voluntarily resigned from said position.

Any employee who terminates her/his employment with the college loses all vested rights for any term or condition of employment and is considered to be new employee if rehired to the college.

Only the President of the College or his/her designee is authorized to bind the College to a written contract of employment.

McPherson College has certain standards of conduct and performance; therefore poor performance or misconduct may result in discipline up to and including termination. This does not constitute a change in the employee-at-will status.