

About this Handbook

This handbook, which describes the key policies, benefits, and responsibilities of employees working at Garrett-Evangelical, is designed to provide clear guidelines and ensure fair treatment for all. It is important that you become acquainted with and honor the contents of this handbook and, if you have questions, please speak with your supervisor or contact the Human Resources Department.

As you review the handbook, please keep in mind the following general provisions and disclaimers:

- This handbook outlines current policies and benefits affecting employees. From time to time, policies and benefits of the Seminary may change and Garrett-Evangelical may change without notice any statement in this handbook concerning rules, policies, procedures, benefits, or other matters. Employment remains as an at will relationship, which can be changed only by a written agreement signed by the president of the Garrett-Evangelical Theological Seminary.
- Changes to this handbook concerning rules, policies procedures, benefits, or other matters will be shared via email by the Human Resources Department and posted on the Human Resources section of myGETS. To be sure you have the current information, check the Human Resources section of myGETS or contact the Human Resources Department.
- The handbook does not provide detailed descriptions of all employment policies and practices and is not intended to address all possible applications of the policies and procedures outlined here. Each Garrett-Evangelical department may request the president's approval of policies particular to its function.
- The policies detailed in this handbook do not set forth the terms and conditions of an individual employee's employment, nor do they constitute a contract of employment or confer any additional employment rights.
- In accordance with Illinois law, employees of Garrett-Evangelical are employed on an at will basis, which means that employment is not for any specified amount of time and may be terminated with or without cause and without prior notice by the Seminary. Employees also may resign for any reason at any time (see "Employment at Will" on page 5 of this handbook).
- Except where specifically noted in this handbook, benefits pertain only to full-time employees and not to part-time employees, faculty, adjunct faculty, or student workers.
- No supervisor or other representative of Garrett-Evangelical, other than the president, has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

Terms Used in this Handbook

This handbook uses various terms to describe Garrett-Evangelical and the people it employs. The following definitions may be helpful for clarifying the meaning of these terms.

- The terms *Garrett-Evangelical* or *Seminary* are used interchangeably throughout the handbook to refer to Garrett-Evangelical Theological Seminary.
- The term *employee* is used to describe any employee at Garrett-Evangelical who does not have full-time faculty status and is not an adjunct faculty member or student worker. This is inclusive of all administrators and staff, non-exempt and exempt employees, and part-time and full-time employees. There are policies and benefits in this handbook that are noted as specific to exempt, non-exempt, full-time, or part-time employees (see page 6 for employee categories).
- The term *supervisor* is used to describe the individual at Garrett-Evangelical to whom an employee reports directly – the person who oversees the employee’s work and conducts their annual performance evaluation.
- The terms *functional vice president* or *vice president* are used interchangeably to refer to the person on the Leadership Team overseeing a department(s). In some cases, the functional vice president or vice president may be your supervisor.