

Davies Policy and Procedure Manual

Purpose

This Manual constitutes the formal statement of the Human Resources policies and procedures applicable to employees in their employment relationship with William M. Davies, Jr. Career & Technical High School (Davies). The Manual is designed to provide managerial and supervisory personnel, along with all employees, with uniform knowledge of Davies' Policies and Procedures, in order to assure equitable and consistent application. This Manual is not intended to be an inflexible rule book. Rather it should be a resource for interpreting the variety of situations that can occur in the workplace.

This policy and procedure manual does not constitute an expressed or implied contract and should not be viewed or interpreted as a contract between Davies and its employees. Employment is at will and terminable, by either the employer or employee at any time for any lawful reason. Davies reserves the right at its sole discretion to amend, change, modify or delete any of its policies or procedures at any time without notice.

Application

This Manual is intended to apply to all employees of Davies. In the event of a discrepancy between this Manual and a collective bargaining agreement covering employees represented by a union, the terms of the bargaining agreement will govern.

Human resource questions, which are not directly addressed in this manual, should be referred to the Office of Human Resources.

Responsibilities

All managerial and administrative functions, responsibilities and prerogatives entrusted to and conferred upon employers inherently and by law are retained and vested exclusively with Davies, included but not limited to, the right to exercise judgement to establish and administer policies, practices and procedures and change them to direct and discipline our workforce and increase its efficiency, and to take whatever action is necessary in its judgement to operate Davies. The failure of Davies to exercise any such prerogative or function in a particular way shall not be considered a waiver of Davies' right to exercise such prerogative or function, or preclude it from exercising that prerogative or function in some other way.

Distribution

To ensure the most recent policies are used, the online version of the Policy and Procedure Manual is available to all employees in the Google Docs shared drive in a folder labeled Policies. A hard copy of this Manual is available at the Director's Office. The Manual is available upon request to employees and it is updated as required.