**1.0 Introduction**

**1.1   The Employee Handbook**

By joining the staff of the company, you have become an important part of a great organization with a mission to succeed. The company's success in carrying out its mission is, in large part, dependent on the success of each of its employees. Your skills, pride, and commitment to your work help ensure the continued progress and strength of the company.

This handbook is intended to help you by providing information about policies and procedures related to employment, employee benefits, and programs and services available to staff. Much of the material in the *Staff Handbook* is summarized, excerpted, or paraphrased, so the handbook is a guide rather than a complete source of information on employment-related subjects. Whenever possible, the source of the information is cited, and additional details can be found in the Office of Human Resources. The *Staff Handbook* is accessible in electronic format through the Human Resources web site and may be downloaded, stored, or printed as needed.