

SECTION 1: General Policy Statement

Hope College is committed to the concept of equal rights, equal opportunities and equal protection under the law. It administers all programs--admissions, financial aid, employment, instruction and services--without regard to race, color, religion, age, sex, height, weight, national origin, marital status, or handicap, except in the event of a bona fide non-disqualifying occupational qualification.

The conduct of College administration, management and operation of its properties and facilities, and the supervision and direction of its work force are vested exclusively in the College. The foregoing functions are recognized to include by way of illustration (but are not limited to): the right to hire, schedule, promote, demote, transfer, release, and layoff employees; to suspend, discipline, and discharge employees; to establish and maintain rules and regulations covering the operation of the College and its employees and to determine and impose penalties for violations thereof; to make judgments as to whether an employee's work performance and/or behavior is necessary, acceptable and/or satisfactory; to determine workloads; to create, eliminate or change job positions, job assignments and operations as the College deems to be in its best interest; to introduce new or improved methods or means of operations and facilities; to maintain order and efficiency, and to the full and exclusive control of the management of the College, the supervision of all operations, the methods, processes and means of performing any and all work, the control of the property and the composition, assignment, direction, and determination of the size of its work forces; and in all respects to carry out the ordinary and customary functions of management.

The College reserves the right to unilaterally modify its personnel policies at any time. Michigan is an "at will" employment state, therefore, all employees covered by this Handbook are free to terminate their employment at any time and likewise are subject to discharge by the College at any time, but will serve the College without contract as long as their performance and behavior are necessary, acceptable and satisfactory, as the College shall, in its sole discretion, determine. No oral representation to the contrary is binding on the College in regard to an employee's terms or conditions of employment, and no supervisor or administrator has the authority to make binding commitments to employees, except the President or Provost of the College, and they can only do so by a written signed commitment.