

Dear Employee:

This revised Handbook has been designed and written for the hourly staff of Hope College. Changes to items contained in this Handbook will be promptly posted on Human Resources website <http://www.hope.edu/admin/hr/> and a written change furnished to you upon request. It is your responsibility to keep your Handbook current. I would encourage you to take the time to review the items in this Handbook so that you are familiar with current policies and practices.

This Handbook is a guide to our personnel policies and employee benefits, and is not a contract. Nor does it modify the terms and conditions of insurance policies, the Flexible Benefits Plan or the retirement plan.

If you have any questions concerning your employment or this Handbook, please contact the Human Resources Office.

Sincerely,

Lori Mulder, Director
Human Resources Office