



UNIVERSITY OF WYOMING REGULATIONS

Subject: Employee Handbook

Number: UW Regulation 5-3

I. PURPOSE

To set forth the provisions for creation and maintenance of an Employee Handbook applicable to the employees of the University of Wyoming.

II. DEFINITIONS

Employee Handbook: The University of Wyoming’s official publication which contains information applicable to employees regarding benefits, leave, and other policies and programs and which defines the roles and responsibilities of a University employee.

III. POLICY

The Department of Human Resources shall establish and maintain a current Employee Handbook that contains applicable policies for employees, including faculty, staff, administrative professionals and student employees. The Employee Handbook is not an employment contract, and information in the Employee Handbook is subject to change at the sole discretion of the University in accordance with UW Regulation 1-101 and any other applicable procedures and policies.

IV. REVISION, APPROVAL AND EFFECTIVE DATE

The Employee Handbook is a Standard Administrative Policy and Procedure and may be revised without notice or with notice pursuant to UW Regulation 1-101 and in accordance with Section III above. Any revisions to the Employee Handbook shall become effective from the date of their approval by the President or designee.

Responsible Division/Unit: Human Resources Department, through the Division of Administration

Source: None.

Links: <http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/>

Associated Regulations, Policies, and Forms: Employee Handbook

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45 **History:** University Regulation 174, Revision 9; UW Regulation 4-174, adopted 7/17/2008 Board
46 of Trustees meeting

47 Revisions adopted 9/12/2014 Board of Trustees meeting