



# The University of Mississippi

## Interoffice Memorandum

### DEPARTMENT OF HUMAN RESOURCES

University, MS 38677

Phone: (662) 915-7431 Fax: (662) 915-5836

TO: All New Employees  
FROM: Clay Jones, Director  
DATE: August 1, 2005  
SUBJECT: Important Notifications

- **University Policy Notification:**

Each employee is encouraged to visit the **University Policy Website** and if you do not have access to a computer, a copy of Human Resources Policies can be checked out from the Department of Human Resources. This Website has a complete listing of all division policies and can be found at the following location: <https://secure.olemiss.edu/umpolicyopen/index.jsp>

It is your responsibility to read and understand the contents described in the policies posted on the **University Policy Website**. Specifically, you should read the Human Resources section and understand the policies pertaining to employment at The University of Mississippi. Also, faculty members should read faculty policies, in particular, policies relating to tenure and promotions. If you have any questions or need clarification, you may consult with your supervisor, the appropriate department head, or contact the Department of Human Resources.

The University reserves the right to amend any policies contained within the **University Policy Website** at any time without notice.

- **Employment At Will Statement**

Employment at The University of Mississippi is "at will" and terminable "at will" by the University or staff member with or without cause. Any oral or written statements or promises to the contrary, other than contracts issued by the Board of Trustees of State Institutions of Higher Learning, are not binding upon the University. Should any such statement be made suggesting that employment at this University is other than "at will," the employee should contact the Department of Human Resources for confirmation.

- **403B/457 Supplemental Retirement Program Notification:**

You are eligible to participate within The University of Mississippi's 403B or 457 Supplemental Retirement Program. Participation is voluntary and there are no matching funds from the University. Please contact our office should you have any questions.

- **Permanent Support Staff and Professional/Administrative Staff**

Effective January 2, 2003, anyone hired into a permanent Support Staff or Professional/Administrative Staff position at the University of Mississippi will be required to complete six (6) months of employment before being allowed to apply for other positions on campus.

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*Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Date*