Welcome

Welcome! You have just joined a dedicated team of employees and supervisors. We hope that your employment with Worcester Polytechnic Institute (WPI) will be rewarding and challenging.

Please take the time now to read this employee handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The University reserves the right to interpret, modify, or supplement the provisions of this handbook at any time.

This Handbook is not a contract and does not create an express or implied guarantee of any specific term of employment.

This handbook for (non-union) staff, faculty* and administration is intended to serve as a practical guide to WPI’s policies, practices and benefits. It is not a contract and does not contain binding promises or agreements between WPI and its staff. However, since it is only a summary compiled for your convenience, it is not intended to cover all topics or circumstances. You may have questions or need additional information; if so, the Human Resources staff will be happy to assist in all matters concerning your employment at WPI.

Nothing in this handbook is intended to create a contract of employment. The University does not recognize any contract of employment unless it is in writing and signed by an officer of WPI. We adhere to the principle of employment at will, which means that employment may be terminated at any time without cause at the option of either the employee or the University.

The University reserves the right to amend or eliminate these policies from time to time and the University may apply, withdraw, or modify the policies when circumstances warrant individualized consideration. Please read the handbook carefully and use it as a reference source during your employment at WPI. This manual is available and in its most current form on the WPI website at http://www.wpi.edu/offices/hr.

You are a valued employee. Your efforts will be important to the main function of the University and you play an important role in maintaining WPI’s reputation as an outstanding educational institution.

*Faculty is advised to read the Faculty Handbook which contains additional information relevant to academic policies. In the event of a conflict between the provisions of this handbook and the Faculty Handbook, the provisions of the Faculty Handbook shall govern.

We wish you success in your employment here at Worcester Polytechnic Institute.