INSTRUCTIONS
The Faculty-Staff Handbook is accessible by faculty and staff via computer on the Longview campus, at other University sites, and from home. Employees may download and print the Handbook if they desire an individual hard copy. In addition, bound copies are available to all employees for reference in each school and staff department and in the library. Policy changes will be announced in the LeTour News. Faculty and staff are responsible for reading the Handbook and all changes and following the policies and guidelines in it. Ask your supervisor if you have any questions regarding policies or procedures.

ACCESSING THE FACULTY-STAFF HANDBOOK
• Be sure your Web browser is open.
• Enter this address—www.letu.edu/administrative/HR/handbook
• Or, you may go to the www.letu.edu/Start on MyLETU. Click on “Forms and Publications.” Scroll down to “Other Forms and Publications” and click on Faculty-Staff Handbook.

Policy Changes: On the Handbook home page you will see links to policies that have changed and are not yet incorporated into the Handbook.

Directory: From the Handbook home page you may access any chapter, appendix, table of contents or the index by clicking on the corresponding link in the directory.

Keyword Index: To locate the policy number or appendix for a specific policy or topic, use the keyword index.

EMPLOYEE ACKNOWLEDGMENT
The Faculty-Staff Handbook is written for the purpose of providing information regarding the conditions of employment and general information of benefit to the employees of LeTourneau University. The Handbook is not a contract and is subject to revision at any time. The Department of Human Resources is the repository of policy additions and changes that need to be incorporated into the Faculty-Staff Handbook. All such changes require institutional review and approval by the President’s Executive Cabinet and/or other appropriate bodies. Policies shall be in effect at the time of distribution unless otherwise stated in writing. Under no circumstances is the Handbook to be used for any other than its intended purpose without written authorization by the President of LeTourneau University.

I have received a copy of these instructions and understand that I am responsible for reading the Handbook and all changes and following the policies and guidelines in it. I also understand that I am responsible for contacting my supervisor regarding any Handbook item that I do not understand.

__________________________________________________ ______________________
Employee Signature        Date