

# INTRODUCTION

We are pleased to welcome all new faculty and staff as members of the New York Medical College team and hope this handbook will serve as a guide in acclimating employees to the College community.

Through its dedicated faculty, administration, students and alumni, the College advances its purpose:

- to educate future physicians who will care for the sick and to continue the education of practicing physicians who need to keep current with the latest medical knowledge and advances;
- to educate students who will be caring, dedicated and fully qualified health professionals;
- to prepare students to effectively manage the delivery of health care services and foster the understanding and advancement of health policy;
- to prepare future generations of scientists and technicians while advancing basic understanding of life processes and diseases.

This handbook has been prepared to provide information to all new and current College faculty and staff and should be used as a ready reference. In addition to the content of this handbook, if you are employed at an affiliation, you should be familiar with and adhere to the policies and practices at that facility.

**THIS EMPLOYEE HANDBOOK IS PROVIDED TO YOU FOR INFORMATIONAL PURPOSES ONLY AND IS INTENDED TO GIVE YOU A GENERAL OVERVIEW OF THE COLLEGE'S PRESENT POLICIES, WHILE THE COLLEGE EXPECTS TO CONTINUE TO OFFER THE BENEFITS AND POLICIES DESCRIBED IN THIS HANDBOOK, THIS HANDBOOK IS NOT, AND SHALL NOT BE IMPLIED OR CONSTRUED TO CONSTITUTE A LEGALLY BINDING CONTRACT OR CONTAIN A CONTRACTUAL OR LEGAL COMMITMENT OR PROMISE OF ANY KIND ABOUT YOUR EMPLOYMENT OR TO ANY BENEFIT OR POLICY. THE COLLEGE RESERVES THE RIGHT AT ANY TIME AND IN ITS SOLE DISCRETION TO MODIFY, REVOKE, SUSPEND, TERMINATE OR CHANGE ANY OF THE TERMS OR CONTENTS OF THIS HANDBOOK, PLANS, POLICIES AND PROCEDURES, IN WHOLE OR IN PART, WITH OR WITHOUT ADVANCE NOTICE TO ANYONE. FINALLY, WHERE THE PROVISIONS OF THIS HANDBOOK CONFLICT WITH A SPECIFIC WRITTEN PLAN DOCUMENT (e.g., HEALTH PLAN), POLICY, COLLECTIVE BARGAINING AGREEMENT, THE PROVISIONS OF THE SPECIFIC WRITTEN PLAN DOCUMENT OR POLICY SHALL PREVAIL.**

If you have any questions that are not answered in this Handbook, please discuss them with your supervisor, Human Resources, or Affiliation Office staff at anytime. Union represented employees should also refer to their Collective Bargaining Unit Agreement.