February 2015

An updated version of the Human Resources Staff Handbook has been prepared.

The University’s policies and programs are under constant review to ensure that they meet the needs of our employees and the University, and are subject to change to keep pace with these needs as they change over time. The updated Handbook summarizes the policies and programs that define your role and responsibilities as a staff member, as well as the University’s responsibilities to you, as in effect on February 1, 2015.

In addition to a number of editorial refinements, the updated Handbook also provides information on two new additions to our policies and programs:

- **Birth and Adoption Parental Leave (BAPL)** – see page 5.6 of the updated Handbook, and
- **Adoption Assistance Reimbursement** – see page 9.3 of the updated Handbook.

A print copy of the updated Handbook will be available to each new hire of the University, and the complete text will also be posted on the University’s website (go to www.northwestern.edu/hr/handbook).

Be sure to refer to the updated Handbook to ensure that you are basing your actions on – and, if in a supervisory or management role, providing your employees with – accurate information based on the University’s current policies and programs.

If you have any questions, please contact the Office of Human Resources.