



Effective Date: September 1, 2011

Retired:

Revised: July 1, 2013

Approved by: A. Cherrie Epps, Ph.D.
President and Chief Executive Officer

Subject: Human Resources - Employment At Will

PURPOSE: To stipulate that employees and the College can elect to terminate employment at any time for any reason, with or without cause.

POLICY: It is the policy of the College that all employees are employed at the will of the College for an indefinite period unless a written employment contract signed by the President for a specific, fixed term of employment exists.

PROCEDURE: (1) Employees who do not have an individualized written employment contract or a collective bargaining agreement are employed at the will of the Company and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, these employees may terminate their employment at any time and for any reason.

(2) No College representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship. Supervisory and management personnel should not make any representations to employees or applicants concerning the terms or conditions of employment with the Company that are not consistent with Company policies. No statements made in pre-hire interviews or discussions, or in recruiting materials of any kind, alter the at-will nature of employment or imply that discharge will occur only "for cause."

(3) This policy may not be modified by any statements contained in the Manual employee handbooks, employment applications, Company recruiting materials, Company memoranda, or other materials provided to applicants and employees in connection with their employment. None of these documents, whether singly or combined, create an express or implied contract of employment for a definite period, or an express or implied contract concerning any terms or conditions of employment. Similarly, Company policies and practices with respect to any matter should not be considered as creating any contractual obligation on the Company's part or as stating in any way that termination will occur only "for cause." Statements of specific grounds for termination set forth in this Manual or in any other Company documents are examples only, not all-inclusive lists, and are not intended to restrict the Company's right to terminate at-will.



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POLICIES

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(4) At the time of hiring, employees are informed in the handbook that they are employed at the will of the Company and are subject to termination at any time, for any reason, with or without notice, and with or without cause.

(5) Completion of a probationary period or attainment of regular status does not change an employee's status as an at-will employee or in any way restrict the Colleges right to terminate the employee or change the terms or conditions of employment.