

<b>University Enterprises, Inc. Policies and Procedures</b>		<b>Policy No. 005</b>
<b>Section:</b>	Human Resources	
<b>Policy:</b>	At-Will Employment	
<b>Revised Date:</b>	December 11, 1998	

## **At-Will Employment**

### **I. PURPOSE**

To reaffirm University Enterprises, Inc.'s (UEI) policy of at-will employment.

### **II. SCOPE**

This policy applies to all UEI employees.

### **III. POLICY**

All UEI employees serve at the will of UEI. University Enterprises, Inc. may terminate the employment of any employee regardless of employment status or tenure with UEI. Such a dismissal may be made for any reason deemed sufficient by UEI. Similarly, the employee may terminate his or her employment for any reason.

### **IV. DEFINITION**

A. At-will employment means that either UEI or the employee can, at any time, for any reason, terminate the employment relationship.

### **V. PROCEDURE**

- A. Information regarding at-will employment should be included in all UEI recruitment and selection documents.
- B. As part of new employee orientation, employees should complete a document acknowledging their understanding of at-will employment by UEI
- C. Information on "at-will employment" should be referenced in all UEI Employee Handbooks.

### **VI. RELATED POLICIES**

Policy No. 635      Employee Discipline