

Policy: Employment At Will	Policy No: I-1.4
Policy Owner(s): Human Resources	Original Date: 1/1/2003
Last Revised Date: 7/22/2015	Approved Date: 11/20/2015

- I. **POLICY:** All staff employees who do not have a separate, individual, written employment contract with the University, for a specific, fixed term of employment, are employed at the will of the University.
- II. **PURPOSE:** To define the “at will” employment relationship between the University and those designated as at-will employees.
- III. **SCOPE:** All staff employees of John Carroll University.
- IV. **PROCEDURES:**
 - A. At the time of hire, all staff employees are required to sign an offer letter acknowledging that they are employed at will by the university and are subject to termination at any time, with or without notice or cause. At the same time, such employee may terminate his/her employment at any time, with or without cause or notice.
 - B. No University representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, contrary to this policy without management approval.
 - C. This policy may not be modified by any statements contained in this handbook or any other employee handbooks, employment applications, University recruiting materials, University memorandums, or other materials provided to applicants and employees in connection with their employment.
 - D. None of these documents, whether singly or combined, are to create an expressed or implied contract concerning any terms or conditions of employment. Similarly, University policies and practices with respect to any matter are not to be considered as creating any contractual obligation on the University’s part or as stating in any way that termination will occur only for “just cause.”
 - E. Statements of specific grounds for termination set forth in this handbook or in any other University documents are examples only, not all-inclusive lists, and are not intended to restrict the University’s right to terminate at will.
- V. **CROSS REFERENCE:** Transfers and Promotions Policy