

DEPARTMENT: HUMAN RESOURCES - EMPLOYMENT	POLICY DESCRIPTION: EMPLOYMENT "AT-WILL"
APPROVED:	REVIEWED:
REPLACES:	RETIRED:
ADOPTED: 10/16/2017	
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SCOPE: All ARH employees except those who are protected by a written employment contract.

PURPOSE: To ensure understanding of employment "at-will".

DEFINITION: ARH recognizes "at-will" employment as an employment relationship that can be terminated by either ARH or the employee at any time, with or without cause, and with or without notice.

POLICY:

1. An employee who does not have a written employment contract for a specified period of time will be employed by ARH "at-will" for an indefinite period of time except as otherwise provided by law.
2. An employee hired "at-will" may resign at any time without cause, and with or without notice. It is customary for an employee to give either a two or four week resignation notice depending on their job classification.  
*Reference Resignation Policy*
3. ARH may terminate an employee hired "at-will", at any time, without cause and with or without notice. ARH may also impose disciplinary action, and make any other changes to the terms and conditions of employment at any time, without cause, and with or without notice, so long as there is no violation of applicable federal or state law.
4. Only the CEO and President of ARH, or any other officer duly authorized by the President, has the authority to alter the "at-will" employment relationship by executing a written contract of employment for a specific period of time, or a written contract requiring specific cause for termination. Otherwise, the "at-will" employment relationship cannot be changed by any person, statements, acts, series of events, or conduct.
5. Disciplinary action noted throughout the ARH System Policies and Procedures is not all-inclusive and does not restrict the right of ARH to terminate "at-will." *Reference Termination Policy*