**SECTION: EMPLOYMENT INFORMATION**

**POLICY:** At-Will Employment **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

The purpose of this policy is to define the nature of the employment relationship between the City and its employees. This policy ensures that employees understand their rights and responsibilities within an at-will employment framework, while also outlining the City’s commitment to fostering a respectful and supportive work environment.

**DEFINTIONS:**

1. At-Will Employment: An employment arrangement where either the employer or the employee may terminate the employment relationship at any time, with or without cause or notice, except where prohibited by law.
2. Employee: Any individual who performs services for the City and receives compensation.
3. Employer: The City, including its Administration and Elected Officials.
4. Termination: The end of the employment relationship initiated by either the employer or the employee.

**APPLICABILITY:**

This policy applies to all employees of the City, including full-time, part-time, temporary, and seasonal staff, unless otherwise specified by an employment contract or collective bargaining agreement.

**POLICY:**

1. The City values its employees as its greatest asset. Recognizing and enhancing this asset benefits the community while fulfilling a moral obligation to each employee. The City is committed to treating all employees as respected individuals, ensuring competitive compensation, maintaining a politically neutral environment, and providing support from both the Administration and Elected Officials. Success is measured by how well employees feel valued, as reflected in their work and community relationships.
2. The City acknowledges its responsibility to support and empower its employees while expecting employees to act ethically and responsibly in the performance of their duties. Individual satisfaction is derived from loyal, conscientious, and ethical service, benefiting both the employee and the community.
3. As an at-will employer, the City or the employee may terminate the employment relationship at any time, with or without cause or notice, except as otherwise provided by law or a written employment contract. This policy does not guarantee any specific term of employment.
4. Nothing in the Personnel Policies shall be construed as an employment contract between the City and its employees. Further, the Personnel Policies do not in any manner alter the at-will employment status of the City employees.

**PROCEDURES:**

1. Communication of At-Will Status:
   1. Upon hire, employees will receive a copy of this policy and must acknowledge their understanding of the at-will nature of employment.
   2. Any changes to the at-will status must be documented through a written contract authorized by the City.
2. Termination Process:
   1. Supervisors or department heads must consult with Human Resources before initiating termination to ensure compliance with applicable laws and policies.
   2. Employees who choose to resign are encouraged to provide a notice period, typically two weeks, to facilitate a smooth transition.
3. Exceptions:
   1. Any exceptions to the at-will nature of employment will be expressly stated in a written agreement or contract.
   2. Employees covered under a collective bargaining agreement may have specific provisions related to termination that supersede this policy.
4. Documentation:
   1. Human Resources will maintain all records related to employment status, termination, and acknowledgment of this policy.
   2. Any disputes regarding at-will employment will be handled through the City’s grievance procedures, if applicable.