

Policy & Procedure

Policy Title: Nature of Employment

Policy Number: 100

Policy:

Employment with Arc Human Services is voluntarily entered into, and the employee is free to resign at will at any time, with or without notice or cause. Similarly, Arc Human Services may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law. Further, employees are advised that the at-will employment relationship cannot be altered by any oral or written statement or agreement to the contrary and that no one at Arc Human Services has the authority to make commitments for other than at-will employment.

No statements of policies or procedures set forth in this manual are intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Arc Human Services and any of its employees. Further, this manual does not set forth a binding commitment of any kind, and what is contained in this document is for guidance and illustration only. The provisions of this manual have been developed at the sole discretion of Arc Human Services' administration, reflect current policies and procedures and, except for the policy of employment at will, may be amended, added to, or canceled at any time, with or without notice at Arc Human Services' sole discretion.

Updated January 1, 2011