

**HUMAN RESOURCE
POLICIES AND PROCEDURES**



Section	"At-Will" Employment Policy	
Date: February 8, 2000	Revision Date: November 5, 2020	Approved by: Human Resources

I. AUTHORITY

Policy approved by Minute Order # M-161/97

II. POLICY STATEMENTS

"At-will" employment status exempts an employee from the progressive discipline process

"At-will" employees currently include General Manager, Deputy General Manager, Assistant General Manager, and Department Directors hired or promoted on or after September 28, 1997.

An "at-will" employee has the right to resign from District employment for any reason or no reason. As a courtesy, 14 days written notice should be given prior to resignation.

The District has the right to terminate the employment of an "at-will" employee at any time, with or without cause. As a courtesy, the District will provide 14 days advance written notice prior to the effective date of any such termination or compensate the employee for 80 hours at their current hourly rate, in addition to and included in, the final pay. Determination as to which method of notification will be used is at the sole discretion of the District.

All positions with "at-will" employment status will be identified as such on recruitment flyers and job descriptions. Anyone hired or promoted into a position with "at-will" employment status will sign an Employment Agreement indicating that the terms and conditions of "at-will" employment status have been explained, that the individual has had an opportunity to have the agreement explained by an attorney, that the individual fully understands the final and binding effects of the agreement, and that the individual is signing voluntarily.

AUTHORIZED SIGNATURES ON FILE