

I. LETTERS OF APPOINTMENT

All employees shall receive a letter of appointment or employment agreement and shall be classified as “at will” employees. Employees will not be issued contracts and employees have no expectation for continued employment.

II. RESIGNATIONS

Any employee who desires to resign from their employment shall notify the appropriate Vice President in writing at least thirty (30) calendar days prior to the resignation date.

In cases where, in lieu of disciplinary action and dismissal, the employee tries to unilaterally resign, the President may not accept the resignation and continue with the disciplinary and dismissal process.

Adopted: 7/01/2018