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PERSONNEL POLICIES RELATED TO AT-WILL EMPLOYMENT

INTRODUCTION

The Introduction will serve to welcome the employee to the Agency as well establish the terms of employment. In “At Will” employment states, it will also remind employees of the agency’s right to terminate employment at any time. Although it is not necessary to advise employees, you need to remember that in an “At Will” employment situation employees are free to leave your employ at any time.

The Introduction should also clearly state that your agency is not guaranteeing employment and that the manual is not intended to be a contract of any kind.

[AGENCY NAME]

POLICY: **INTRODUCTION**

POLICY NO.: **1.0**

APPROVED BY: _____

EFFECTIVE DATE: _____

BOARD OF DIRECTORS: _____

DATE: _____

POLICY COUNCIL: _____

DATE: _____

Welcome to [AGENCY NAME]. This manual, while not an implied or express contract, states in general terms the conditions and benefits of employment with [AGENCY NAME] for your guidance. It is the policy of [AGENCY NAME] that all employees are employed at the will of the agency. We place special emphasis at [AGENCY NAME] on our employees as individuals and recognize that no manual can cover all situations. It is our hope that everyone will be able to achieve the highest level of performance and job satisfaction possible. Neither this manual, nor any other communication, shall bind [AGENCY NAME] to continued employment of any individual employee, or group of employees.

The purpose of this manual is to set forth the personnel and administrative policies relative to the employees of [AGENCY NAME]. It also explains benefits which you may receive as an employee. You are encouraged to discuss any questions you may have with your immediate supervisor or with the [HUMAN RESOURCE MANAGER/DIRECTOR].

This manual will be amended from time to time, as policies change or are added hereto, in accordance with Policy No. 1.2. It is your responsibility to keep your manual updated. Revisions and changes shall be supplied to you and will be available as soon as possible after adoption.

USE THE FOLLOWING PARAGRAPH ONLY IF YOUR STATE IS AN "AT WILL" EMPLOYMENT STATE:

As a business in the [STATE or COMMONWEALTH] of [STATE] the employer/employee relationship is established “At-will.” The “At-will” relationship affords the employee the right to resign for any reason. Likewise, the employer may terminate the relationship at any time, with or without cause and with or without notice. It is further understood that the “At-will” employment relationship may not be altered by any written document or by verbal agreement, unless such alteration is specifically acknowledged in writing and signed by an authorized executive of [AGENCY NAME].