

## At Will Employment Policy

It is the policy of the \_\_\_\_\_ Public Library that all employment is on an "at will" basis which allows the employment to be terminated at any time by either the employee or the Library at will, with or without cause. Nothing in this manual shall be held to convey to any employee a promise or offer of any type of right to continued employment. This is not an employment contract. Any other form of employment must be in writing and approved by the Board of Library Trustees.

---

### Acknowledgement

The Personnel Policy Section describes important information about the \_\_\_\_\_ Public Library, and I understand that I shall consult my supervisor or the Director regarding any questions not answered therein. I have entered into my employment relationship with the Library voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the Library can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the policies may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Furthermore, I acknowledge that this policy is neither a contract of employment nor is intended to create contractual obligations. I have received a copy of this policy and understand that it is my responsibility to read and comply with this policy and any revisions made to it.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_