

## **PRO-301.2 AT WILL EMPLOYMENT ADMINISTRATIVE PROCEDURE**

### **1.0 Purpose.**

The purpose of this Administrative Procedure is to re-affirm and implement Section 301.4 of TRWD Board Policy 301 Employment Practices regarding the at-will nature of the employment relationship between TRWD and all its employees.

### **2.0 Scope.**

This At Will Employment Administrative Procedure applies to all departments, divisions, and offices within TRWD, and to all TRWD employees.

### **3.0 Employment at Will.**

As set forth in TRWD Board Policy 301.4, employment with TRWD is voluntary. All TRWD employees are employed “at will” and may be dismissed at any time, with or without cause, with or without notice, for any reason not prohibited by law or for no reason, as determined by the needs of the District. An employee may also resign or end their employment relationship with TRWD at any time for any reason.

### **4.0 No Contractual or Property Right in Employment.**

No TRWD employee has a contractual right or property right in continued employment. Nothing in any Board Policy or TRWD Administrative Procedure shall be interpreted to create or confer to an employee a contractual or property right in their employment with TRWD.

### **5.0 No Authority to Enter Into Employment Contracts or Agreements.**

No department, division, office, Executive Team member, hiring manager, or supervisor has authority to extend an offer of employment under an employment contract or agreement and has no authority to enter into an employment contract or agreement on behalf of TRWD to alter, in any way, the at-will nature of the employment relationship between TRWD and its employees.

### **6.0 Legal Compliance.**

All TRWD employment decisions shall comply with all applicable local, state, and federal laws, rules, and regulations. TRWD’s General Manager has established Administrative Procedures and guidelines to ensure that decisions affecting the employment of TRWD employees are made in a consistent and non-discriminatory manner and comply with the law.