

**Texas Woman's University
University Regulation and Procedure**

Regulation and Procedure Name: Employment at Will

**Regulation and Procedure
Number: URP: 05.200**

Policy Owner: Finance and Administration

POLICY STATEMENT

Texas Woman’s University (“TWU”) adheres to the “Employment-at-will” doctrine established by common law and followed by the State of Texas. Either TWU or the employee may terminate the employment relationship at any time, with or without cause, with or without notice. Employment–at–will applies to all employees except tenured faculty, tenure-track faculty, or any employee on a valid TWU written contract during the period of time specified in the contract.

APPLICABILITY

This policy is applicable to TWU Student Employees, Faculty, and Staff.

DEFINITIONS

1. “Employment-at-will” means an employment relationship in which either party can terminate the relationship with no liability if there is no express contract for a definite term governing the employment relationship. Under this legal doctrine:
 - a. Any hiring is presumed to be "at-will." TWU is free to discharge individuals for good cause, or bad cause, or no cause at all.
 - b. The employee is equally free to quit or otherwise cease work.

REGULATION AND PROCEDURE

I. General Guidelines

- A. TWU’s policies and procedures do not in any manner constitute the terms of an employment agreement, express or implied; nor do they create a property right in employment. Policies and procedures:

1. Are subject to change without prior notice;
2. Prohibit all non-faculty employees, other than the Chancellor and President, from entering into a contractual agreement regarding employment with TWU.

II. No Assurances of Continued Employment

Supervisors and all other TWU employees are not authorized to make any statement providing any assurance of job security or continued employment to present, prospective or newly hired workers. Similarly, in their dealings with employees, managers and supervisors are not authorized to make any promises or assurances of continued employment in the event of satisfactory performance, or under any other circumstances.

III. Contracts

Only the Chancellor and President, or the Provost for faculty contracts, is authorized to enter into an employment contract with any employee. Any such contract shall be in writing. No oral agreements shall be binding on TWU.

IV. Progressive Discipline

While TWU may elect to follow progressive discipline as described in corrective action procedures and practices, TWU is not obligated to do so. Using progressive discipline is at the sole discretion of TWU as an employment-at-will employer. The use of progressive discipline does not grant an entitlement or right to any employee nor does it alter the "at-will" status of any employee of TWU.

V. Approvals

Prior to requesting authorization for an "At Will" employment separation, the agreement of the Chief Human Resources Officer, the appropriate Vice President, the Vice President of Finance and Administration in consultation with the Chancellor and President must be obtained.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

None

FORMS AND TOOLS

None

<p>Publication Date:</p> <p>Next Review:</p>
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