

## **EMPLOYMENT AT WILL**

Unless the employee and Adler have an expressed employment contract signed by the President of the University, it is the policy of Adler University that employees are employed at the will of the University. We operate under the provision that employees may resign from Adler at any time, with or without notice, reason and/or cause and may be terminated by Adler at any time, with or without notice, reason and/or cause.

### **EMPLOYEE CATEGORY DEFINITIONS**

**Full-Time Regular** • A full-time regular employee is one who is regularly scheduled to work 37.5 hours or more per workweek (at least 1,950 hours per year). Full-time regular employees are usually scheduled to work five days per calendar week; some weekends may be required.

**Part-Time Regular** • An individual regularly scheduled to work less than full-time is classified as a part-time employee. A part-time regular employee is one who regularly works 30 hours per work week. Normally, a part-time regular employee will not be entitled to benefits other than those provided by law (FICA, Worker's Compensation Insurance, Disability Insurance, and Unemployment Tax). However, a part-time regular employee may be eligible, upon Presidential approval and on a prorated basis, for some benefits.

**Faculty/Administrator** • The provisions of this Handbook apply to employees regularly performing both faculty and administrative responsibilities. The Faculty Handbook provides additional information applicable to faculty employees.

In the event of a conflict between this Handbook and the Faculty Handbook, the language of this Handbook controls.