

<b>Hawkeye Area Community Action Program, Inc.</b>	<b>Policy # 238</b>
	<b>Page 1 of 1</b>
<b>Nature of Employment</b>	<b>Effective: August 29, 2002</b>
	<b>Revised: May 25, 2023</b>
APPROVED BY: HACAP Board of Directors	

### **Policy Statement**

Employment with HACAP is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, HACAP may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this manual are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or contract of employment between HACAP and any of its employees. The provisions of the manual have been developed at the discretion of management, and except for its policy of employment-at-will and articles of the Union Contract, may be amended or canceled at any time, at HACAP's sole discretion.

### **Standard Operating Procedure**

These provisions supersede all previous policies and practices and may be amended or added to at any time with the written approval of the Chief Executive Officer or action taken by the Board of Directors.

### **Process Manager**

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.