

POLICY # N1-1.0

GENERAL POLICY STATEMENT NON-UNION EMPLOYEES

These policies are intended to serve as a guide and are not intended to be a contract of employment for any purpose or duration, expressed or implied. The policies are not intended to be all-inclusive and are not intended to replace the good judgment of supervisors in the implementation of the policies.

The Town of Wayland reserves the right to change or discontinue its policies from time-to-time with or without prior notice, as circumstances warrant, and to interpret and apply the policies as it deems appropriate.

The policies are not intended to guarantee employment, or any particular conditions of employment, for a fixed period of time, or to restrict the right of the Town or the right of any employee, to terminate employment with or without notice, with or without cause, for any reason or no reason, except as limited by law. Non-union employees are employed on an at-will basis. No one has the authority to approve an employment agreement or make any promises or commitments regarding employment without the prior approval of the Personnel Board. Any such agreement must be in writing, signed by the Town Administrator, the employee and approved by Town Counsel as to form. The most recently approved policy supersedes any prior policies guidelines, handbooks or personnel manuals provided to non-union employees.

Personnel Board Approved: June 13, 2016