

ST. JOSEPH ACADEMY  
(SJA)

Department:	Human Resources
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Policy:

The employment of certain SJA employees is governed by their applicable written employment contracts. Those employees should refer to their written employment contracts for additional information about the terms of their employment.

For all other employees, employment at SJA is at-will. At-will employment is defined as employment for an indefinite period of time and is subject to termination by the employee or SJA, with or without cause, with or without notice, and at any time. Nothing in the handbook, or any other policy of SJA, shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of SJA employees.

While SJA may elect to follow its progressive discipline procedure, it is in no way obligated to do so. Using progressive discipline is at the sole discretion of the organization in an employment at-will workplace.

Approved by: Tabery Jones  
President/CEO

Date 2/9/2021