



BOISE STATE UNIVERSITY

University Policy 7660

Professional Employee Terms of Employment

Effective Date

August 17, 2023

Responsible Party

Office of the President, (208) 426-1491
Human Resources, (208) 426-1616

Scope and Audience

This policy applies to all University Professional Employees. For purposes of this policy, Professional Employees are defined by University Policy 7000 (Position Definitions).

Additional Authority

- Idaho State Board of Education Policy, Section II.F.
 - Idaho State Board of Education Policy, Section II.H.
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1. Policy Purpose

To outline terms of employment for Professional Employees.

2. Policy Statement

Boise State University values the important contributions of its Professional Employees. The university seeks to promote an employment environment where all employees are given fair and equal consideration in all matters concerning their employment. This policy broadly outlines applicable requirements for employment terms for Professional Employees at Boise State University. Professional Employees, whether at-will or employed pursuant to an employment

contract, are subject to applicable policies of the university and the Idaho State Board of Education.

3. Terms of Employment

3.1. At-Will

- a. Professional Employees are considered at-will employees who serve at the pleasure of the University President in accordance with Idaho State Board of Education Policy II.F.1.a., unless employed pursuant to a contract of employment.
- b. The university may dismiss an at-will employee at any time for any reason, or for no reason, with or without notice or cause, and in accordance with law. Likewise, an at-will employee is free to leave an employment position at any time for any or no reason with no adverse legal consequences.
- c. While advance notice of dismissal is not a requirement of an at-will relationship, the university will generally provide a minimum of fifteen (15) calendar days written notice.

3.2 Employment Contracts

- a. In limited cases, Professional Employees may serve pursuant to employment contracts. Only the University President, or the President's designee, is authorized to provide a Professional Employee a contract of employment
- b. An employment contract will include the period of the appointment, salary, pay periods, position title, employment status, and such other information as the University may elect to include to define the contract of employment.
- c. While there is no continued expectation of employment beyond a current term of a contract, the university must give notice of non-renewal in writing in accordance with Idaho State Board of Education Policy, Section II.F.5.a., if applicable, or pursuant to the terms of the contract.
- d. The stated salary in a contract is not guaranteed but subject to adjustment during the contract period due to financial exigency as provided by Idaho State Board of Education Policy, Section II.N or through furlough or work hour adjustments as provided for in Idaho State Board of Education Policy, Section II.B.2.c.

- e. A contract of employment may be terminated at any time for adequate cause as provided for in Idaho State Board of Education Policy, Section II.L., or when the Board declares a state of financial exigency as provided for in State Board of Education Policy, Section II.B.2.c.

4. Related Information

University Policy 7000 (Position Definitions)

Last Review Date