



## **Employment Information Sheet**

The following information is given to clarify conditions of employment for office/service and managerial/professional employees at the University of Nebraska-Lincoln. Employee Relations in the Department of Human Resources (472-3101) is available to answer questions you may have about this.

## **Human Resources Policies and Procedures**

As a regular employee of UNL, it is important for you to become familiar with the Human Resources Policies and Procedures. The Human Resources Policies and Procedures are available for review on the Human Resources home page: <http://hr.unl.edu/policies> . If you want to view printed copies of the policies, you may inquire in your department or in Human Resources (472-3101). As you review the policies, you should keep in mind some basic concepts. Our relationship as employer and employee is based on mutual respect and consent and, therefore, will continue only as long as both parties find the relationship to be satisfactory. Accordingly, you are free to terminate your employment with proper notice whenever you feel it would be in your best interest to do so. By the same token, UNL reserves the same right to terminate employment whenever, in the discretion of UNL, it is felt necessary to do so. This is known as employment at-will, and all employment policies are subject to this overriding principle.

## **Required Hiring Documentation**

New employees will be asked to complete numerous forms on or before their first working date. In addition to the W4, bank deposit information, and Form I-9, you will be asked to present your social security card to the hiring manager. Effective January 2005, all new and rehired UNL employees must present a valid Social Security card as a condition of employment in compliance with U.S. Internal Revenue Service regulations.

**Please note** that we do not require Social Security card to fulfill the requirement of Form I-9. Employees may provide any of the documents listed within Form I-9 to fulfill this requirement. Completion of Form I-9, which verifies citizenship/work authorization, is a requirement of the U.S. Department of Justice regulations.

## **Original Probation Status**

New employees come to UNL in a probationary status for a period of six months. If circumstances warrant, probation may be extended for three months for a total probationary period of nine months. UNL adheres to employment-at-will principles, which allow employees to terminate employment at any time and permit UNL to terminate employment on the same basis. During your probationary period, you may terminate your employment with no advance notice. The department may dismiss an employee at any time during the original probationary period with written notice given on or before the dismissal date.

**Regular Employee Status**

Regular employees may terminate employment at any time and for any reason with appropriate notice. Regular managerial/professional employees may terminate employment with ninety days advance notice, and regular office/service employees may terminate employment with two weeks advance notice. Likewise, UNL may terminate employment with the same advance notice period requirements. Regular employment may also be terminated by UNL with no notice if that termination is for cause as provided in the Conduct, Corrective Action and Dismissal Policy of the Human Resources Policies and Procedures.