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|--------------------------------------------|-----------------------------------------------------------|
| <b>Policy title</b><br>Initial Appointment | <b>Category</b><br>Human Resources                        |
| <b>Owner</b><br>Human Resources            | <b>Approved by</b><br>Business and Human Resources Office |

## Policy statement

- All staff employment positions at Nebraska Wesleyan University are on an employment- at-will status under Nebraska State statutes.
- Initial appointments are probationary for the first 90 days of employment unless extended in writing beyond 90 days.
- Initial appointments are made by verbal offer of employment and in some cases confirmed by a non-contract letter of appointment.
- All employees must complete payroll forms with the Human Resource Office within the first three days of employment.
- If an employee fails to meet with the Human Resource Office within the first three days of employment, any hours worked prior to filling out a federal I9 form are unpaid voluntary hours.

Questions about this policy and implementation procedures should be referred to the Human Resource Office.

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Last revised date March 7, 2009