



Welcome to Michigan Technological University. As a new employee or a staff member moving into a professional staff position, you are being asked to complete the bottom section of this page in adherence with the Board of Trustee Policy 4.3 regarding satisfaction or at-will employment.

**4.3 Employment Policy for Professional Staff - Satisfaction or At-Will**

All employees of the University who complete a probationary period and who agree to arbitrate any claims over the termination of their employment shall be "satisfaction employees," unless they are employed pursuant to a written contract, bargaining agreement, or the University tenure policy, or unless they are excepted as follows: temporary employees, student employees, upper administrators and probationary employees. Temporary employees, student employees, upper administrators, probationary employees, and those who do not agree to arbitrate termination claims shall be "at-will" employees.

***Probationary Period***

All new regular employees of Michigan Technological University who are not employed pursuant to a written contract, collective bargaining agreement, or the University tenure policy, shall serve a probationary period of nine (9) months. During the probationary period, employees shall be considered to be "at-will employees" and not eligible for alternative dispute resolution procedures.

***Termination***

The termination of satisfaction employees for lack of satisfactory performance after their probationary period shall follow University procedures established by the Associate Vice President for Administration. The University reserves the right to end any program or service, which may include the necessity of laying off employees for appropriate business and economic reasons. The rights of affected laid off employees are to be covered by the University procedures on layoffs.

Link to policy <http://www.admin.mtu.edu/admin/boc/policy/ch4/ch4p3.htm>. Any questions, please contact Human Resources at 906-487-2280.

**Satisfaction Employee**

I acknowledge receipt of the University's Termination Appeal Procedure (on reverse side). I have read and understood the procedure. I agree to follow the University's Termination Appeal Procedure, and recognize that I will be treated as a satisfaction employee upon completion of any necessary probationary period.

Employee Name \_\_\_\_\_  
(Please Print)

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**At-Will Employee**

I DO NOT accept the University's Termination Appeal Procedure and understand that I will remain an "At-Will" employee.

Employee Name \_\_\_\_\_  
(Please Print)

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

## Diagram of Appeal Procedure

Link to Termination Appeal Form <http://www.mtu.edu/hr/current/docs/termination-appeal-form-1-2020.pdf>

<b>Steps</b>	<b>Request for Appeal</b>	<b>Time frame</b>	<b>To Whom</b>
<b><u>Step 1</u></b> Filing a request for appeal	Employee requests <b><i>Termination Appeal Form</i></b> from Human Resources	Form received by HR within 14 calendar days of termination date	Deliver to Human Resources Office (Lakeshore Ctr 2 <sup>nd</sup> floor) or mail to:  Michigan Technological University Director of Human Resources 1400 Townsend Dr. Houghton, MI 49931
<b><u>Step 2</u></b> Investigation and Response	Director of Human Resources conducts the investigation and responds to employee	No later than 28 calendar days after receipt of <b><i>Termination Appeal Form</i></b> received	Human Resources will mail the investigation and respond to employee's address on file
<b><u>Step 3</u></b> Arbitration procedure	Employee reviews results and either: Accepts decision Or Requests arbitration	No later than 14 calendar days after the date of the review results were provided	Deliver to Human Resources Office (Lakeshore Ctr 2 <sup>nd</sup> floor) or mail to:  Michigan Technological University Director of Human Resources 1400 Townsend Dr. Houghton, MI 49931
<b><u>Step 4</u></b> Compiling Arbitrators List	Director of Human Resources develops a list of 5 arbitrators	Delivered promptly	Human Resources will mail the Arbitration list to employee's address on file
<b><u>Step 5</u></b> Final Selection of Arbitrator	Employee uses list provided to select arbitrator	Return selection to Human Resources within 7 days of the date the list was received.	Deliver to Human Resources Office (Lakeshore Ctr 2 <sup>nd</sup> floor) or mail to:  Michigan Technological University Director of Human Resources 1400 Townsend Dr. Houghton, MI 49931