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## Acknowledgement of Conditions of Employment

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Employees at Brigham Young University-Idaho are selected and retained from among individuals who voluntarily live the principles of the restored gospel of Jesus Christ. By accepting employment and continuing in employment, individuals evidence their commitment to the standards and values of the university through temple worthiness and observation of the Honor Code, Dress and Grooming Standards, and all other BYU-Idaho policies. Employees are to maintain the highest standards of honor, integrity, morality, and consideration of others in personal behavior, whether on or off the job. Failure to meet these conditions of employment will jeopardize employment with the university. (BYU-I Policy 2-2 B, D, E, included in orientation materials)

Individuals who access inappropriate material via the Internet are in violation of the Honor Code and *shall be subject to immediate termination*. (BYU-I Policy 2-10, included in orientation materials)

To provide an atmosphere in harmony with the restored gospel of Jesus Christ, BYU-Idaho is committed to maintaining an environment free of unlawful sexual harassment and inappropriate gender-based behavior, where the dignity of each individual is recognized and respected. Accordingly, policies prohibit unlawful sexual harassment and inappropriate gender-based behavior directed against employees, students, visitors, vendors, contractors, and other third parties. (BYU-I Policy 2-13, included in orientation materials)

Salary information is considered confidential; therefore, employees should not disclose personal salary information except to a spouse or for private financial transactions.

### **AT WILL EMPLOYEES (Non-Faculty)**

The employment relationship of all non-faculty employees exists at the will of either party and may be terminated at any time and for any cause whatsoever or for no cause other than for reasons prohibited by law.

Inasmuch as such employment is at will, no BYU-Idaho employee or officer can make any employment commitments or assurances, unless made in writing by the applicable vice president.

BYU-Idaho policies and procedures do not constitute a contract or an implied contract and these policies and procedures may be changed or withdrawn according to the needs or discretion of the university administration. (BYU-I Policy 2-2 E, included in orientation materials)

### **CONTRACT EMPLOYEES (Faculty)**

All new faculty members at BYU-Idaho are hired on one-year contracts renewable at the sole discretion of the university and are on probationary status pending the award of Continuing Faculty Status (CFS). There is no obligation on the part of the university to renew a faculty contract. CFS is an expectation of continued employment; however, the university may terminate the appointment of a faculty member with CFS for adequate cause. (BYU-I 5-4, 5-6)

I have read and understand the conditions of employment referred to above.

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_