



Administrative Policy

Policy Title:	Oral Employment Contracts/Promises
Policy Number:	1708
Date Adopted:	10/12/1992
Version:	5.0
Review Cycle:	Biannual
Date Last Reviewed:	10/10/2018
Office Responsible:	Human Resources
Reviewing Committee:	Workforce Committee
Related Policies:	
Related Laws:	

Policy Summary: Oral Employment Contracts/Promises

No one at Jackson College has the authority to make oral promises of employment, nor establish oral contracts related to employment that are enforceable. Conditions of employment contracts are valid only when issued in writing and signed by the President or the Vice President of Administration and Human Resources (within a specifically defined scope).

Scope

This policy applies to all College employees and all positions offered by Jackson College.

Policy Statement

College employees, who are in a position to discuss offers of employment, pay rates and other conditions of employment with potential employees of the College, may enter into preliminary discussions with those potential employees, upon authorization by the president. However, those discussions are subject to the following conditions:

1. Job offers, rates of pay and other conditions of employment that are tendered verbally will be legally binding on Jackson College only when confirmed in writing.
2. Preliminary job offers, pay rates and other conditions of employment must comply with the union agreements and personnel policies of the College. If there is non-compliance, the latter documents shall be controlling in all cases.
3. The College shall not be obligated to honor oral promises of continued employment, recurring employment, promotions, exceptions to rules or past practice and other types of special treatment. Such obligation, when challenged by an applicant, may legally be

the responsibility of the person making the promise without authority. Therefore, it is important for each employee to recognize the extent of their own authority.

Date Of Change	Version	Description of Change	Responsible Party
4/4/2012	1..0	Update	W. Hendry
12/2/2014	2.0	Biannual Update	C. Allen
12/10/2015	3.0	Update for style guide	D. Schissler
06/15/2016	4.0	Review	C. Allen
09/24/18	5.0	Review	C. Allen