

## W2 Employment Language

1. HR does not put project end dates in Employment Agreements or Offer Letters. This is done purposefully because with AT WILL employment, either party can end employment at any time. No one is subject to additional payout if they resign, so a temporary employee shouldn't be subject to payout either if their employment ends earlier than expected. At-Will employment language included in every signed EA below.
  - a. 1.1 At-Will Employment; No Set Term  
Employee shall be an At-Will employee of Company, meaning that employment shall not be for a specific period and that either Employee or Company may terminate the employment relationship at any time, for any reason not prohibited by law, with or without cause or notice.
2. When offering a temporary job to a W2 employee, we should verbally explain the potential assignment length. It is only fair to set them up for success by sharing the expected length of assignment and gathering their availability. But in doing so, we must also make clear that project dates, length of assignment, or similar are not guaranteed.
3. If you are communicating project details by email, I would quote the expected work dates, while also including, 'these project dates are not guaranteed,' or that 'project details are subject to change.' If the client ends up terminating the project early for any reason, employment will end, and the employee is not subject to pay out for any missed hours of work.
4. Job descriptions – I would prefer that we avoid quoting employment or project length in job postings. If we do, we should also add that 'project duration is subject to change.'
5. We should refer to W2's as employees. I know Amazon calls them temporary contractors, but as RUN Studios employees I'd like to socialize this employer/employee relationship more, so the employee understands they are an employee and not a freelancer, independent contractor, or contractor.