

Refer to Section B Personnel
Human Resources Unit
Procedures for B1 Termination/Resignation



1. With consent of the president, a senior officer has authority to terminate an employee for cause, unsatisfactory performance or for institutional reasons. All terminations must be approved by the provost and president prior to dismissal of the employee.
2. Employees are expected to give written notice to their supervisors of their intent to resign. A copy of the written notice should also be sent to the director of human resources for placement in the personnel file.
3. Although the college may terminate an employee at any time for any reason, it is preferable that the college give the employee advance notice whenever possible. The supervisor is expected to give written notice of discharge to the employee. A copy of the written notice should also be sent to the director of human resources for placement in the personnel file.
4. Appropriate notice of resignation given by an employee is as follows:
 - a. Support staff - minimum of two weeks' notice (10 work days).
 - b. Administrative staff - minimum of three weeks' notice (15 work days).
 - c. Senior officers - a minimum of eight weeks notice (40 work days).
5. Terminated employees shall be given the reason for termination. There is no right to an appeal since the termination was based upon institutional reasons that the president has already reviewed and approved.
6. When an employee leaves college employment, vacation days, sick days or holidays may not be used to extend the date of termination. The last day worked is the effective date of termination. Provided the employee has given appropriate notice to resign (see above), accumulated unused vacation will be paid in installments approximately equal to 80 hours per installment.
7. Termination and discharge procedures are only guidelines and do not constitute a legal contract between the college and its employees. In addition, specified grounds for termination are not all-inclusive since the college maintains the right to terminate employment for any reason.
8. Employees dismissed by the college for any reason are not eligible for re-hire or service in any other capacity at the college.
9. Employees dismissed by the college may not return to campus without the express permission of the President.