



Employee Separation, Discipline and Dismissal

Policy HR 05.21

Board of Trustees Approval Date: 04/28/93

Revision Date(s): 04/27/05; 03/25/15, 10/27/16

Revision Responsibility: President

Comments:

Notification by Employee of Resignation

Employees who intend to terminate their employment with the College shall notify their appropriate Vice President and President in writing as soon as possible. A notice of 30 days is preferred. Faculty who intend to terminate employment with the College are expected to terminate employment at the end of a semester and notify the appropriate Vice President and the President at least 90 days prior to the termination date.

When full-time employees separate from the College, they will meet with Human Resources. The separating employee will be given information on benefits and participate in an exit interview.

Any time an employee separates from service or there is a break of employment of more than 30 days, a check-out form must be completed by the appropriate department. This form provides for certification that all necessary reports are complete, keys and other College property have been returned, and a forwarding address recorded.

Discipline

Supervisors should make every effort to prevent performance or conduct issues by coaching and counseling prior to using discipline steps. The President or designee has the authority to warn, suspend or dismiss any employee of the College.

Disciplinary action, up to and including dismissal, may be taken for causes relating to job performance, personal conduct or violations of College policy. These causes may include, but are not limited to:

- Failure to perform competently the duties of the position
- Failure to maintain current credentials as a required condition of employment
- Physical or mental incapability to perform duties when reasonable accommodations are made
- Unprofessional or inappropriate conduct toward a student, employee and/or supervisor
- Act of moral turpitude
- Careless, negligent, or improper use of College property or funds
- Possession of unauthorized firearms, explosives and other weapons on College property
- Failure to demonstrate progress in professional self-improvement within a reasonable time
- Reporting to work under the influence of alcohol or a controlled substance or possessing such items while on any campus location



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- Engaging in harassment of employees or students
- Willful violation of safety rules or College policies

While on campus this policy can be viewed by accessing Human Resources on SharePoint.