

450-02 TERMINATIONS AND NON-RENEWAL OF APPOINTMENT PROCEDURAL GUIDELINES

1. PURPOSE

An employee is terminated in accordance with provisions of this procedure without discrimination because of race, gender, sexual orientation, color, ethnicity, religion, age, national origin, or disability as specified in the College's Equal Opportunity Policy.

2. PROCEDURE

An employee may end his/her employment with the College under a variety of circumstances. The following categories are to be used by supervisors as a guide in classifying the type of terminations that may occur.

1. **Voluntary Termination**

A voluntary action initiated by the employee. Voluntary terminations include resignations, retirement, job abandonment and failure to return to work following a leave of absence.

2. **Dismissal**

The College initiates the action to dismiss an employee. A dismissal may occur for a number of different reasons. For example, a dismissal is proper when it is determined an employee does not possess the qualifications, skills, and ability to meet the requirements of his/her job. A termination may also apply when an employee violates the College's rules, regulations, or the terms of the Policy and Procedures Manual, or conducts him/herself in a manner that adversely affects College activities, image, and/or other employees. Reason for dismissal may also include, but is not limited to, termination for insubordination, acts of moral turpitude, criminal convictions, misrepresentation or falsification of application, credentials or any other good and just cause. An employee who is dismissed for cause may not be considered for rehire.

3. **Non-Renewal**

Non-renewal of a full-time faculty member, who has not completed probation, is not punitive in nature and is not an action subject to the appeal process under this procedure. Further employment following expiration of an appointment shall be at the discretion of the District Governing Board.

After recommendation from the appropriate Vice President, the President may provide a recommendation for renewal to the District Governing Board. Upon approval by the Board, the President will inform the faculty member by letter of the continuation of employment.

4. Provisions

a. Notice of Dismissal

1. A classified employee or faculty member who has completed his/her probationary period is dismissed involuntarily by the College shall be informed of the reasons for the action. The notice shall be given in writing by the President after a pre-disciplinary conference has taken place and is subject to ratification by the District Governing Board.
2. The College is required to conduct a pre-disciplinary conference prior to any cessation or reduction of income as a result of a disciplinary action such as dismissal, suspension without pay for ten (10) working days, or involuntary demotion. No pre-disciplinary conference is required if an appointment is not renewed after its normal expiration. The pre-disciplinary conference requires the following steps:
 - a. Oral or written notice of the reasons for the proposed action.
 - b. An explanation of the College's evidence.
 - c. An opportunity for the employee to present his/her side of the story, orally or in writing.

b. Pay and Benefits

1. All pay and benefits shall cease as of the date an employee terminates employment with the College, whether such termination is voluntary or involuntary, except as otherwise provided in the College's leave of absence procedures or COBRA provisions. The effective termination date for record and pay purposes, except in the case of leave of absence, shall always be the last day the employee physically works on the job. The Human Resources Department should be contacted for specific information about the effect of the termination date on insurance coverage.
2. An employee who is dismissed shall be paid all wages due within three working days following the termination date, or on the payday following the end of the regular pay period, whichever occurs first.

c. Termination Procedures

1. Notification

Supervisors should notify the Human Resources Department in a timely manner of all terminations by forwarding a completed Personnel Action Form (PAF). This form should include information about the type of termination and the supervisor's comments regarding the specific reason for the termination.

2. Check-Out

Exiting employees must complete an Exit Process Form to ensure all

College equipment, such as tools, keys, etc., for which the employee has accountability, is turned in and all debts with the College are settled. The Human Resources will conduct an exit interview with all staff members who voluntarily leave employment with the College. The exit interview will not be placed into the employee's personnel file nor will any part of the interview be used against the exiting employee in any manner. Information obtained in the exit interview shall be used only as a tool for improving future employer/employee relations.

3. Records

The Human Resources will retain, for future reference, the employee's official personnel record, including the termination data as received and recorded above.

3. BACKGROUND

1. Reference: Procedure 450-02
2. Legal review: 03/23/2009
3. Revision history: 04/2009, 12/2010
4. Sponsor: Human Resources

COCONINO COMMUNITY COLLEGE