

**I. Purpose**

The purpose of this policy is to reduce employment liability, enhance the ability to recruit and retain employees, and improve employee morale.

**II. Scope**

This policy applies only to regular full-time employees hired, promoted, or transferred into their positions with an effective date prior to December 31, 2018, who are not covered by any collective bargaining agreement or an individual written employment agreement with the College. The policy does not apply to probationary, temporary, casual, part-time, provisional, seasonal, or specialized professional services employees, or to employees funded by external grants or contracts whose employment is terminated because of the expiration or discontinuance of the grant or contract, or to independent contractors. No employee is guaranteed a position by virtue of this policy.

**III. General**

Each employee covered by this policy shall be evaluated regularly in writing by the employee's supervisor. Evaluations shall be done using standardized evaluation formats approved by the Executive Director of Human Resources or designee.

**Termination of Employment**

Covered employees shall not be disciplined or discharged without cause; however, just cause principles do not apply when an employee is separated from employment or transferred to another position due to a reorganization, reduction in force, elimination of sections, or courses for which the employee was hired, or as part of cost reduction efforts.

The College requests that covered employees give at least 30 days' notice when resigning or retiring from employment.

Just cause status may be granted to any employee not covered by this policy only if proposed by the President and authorized by the Board of Trustees in public session.

**IV. Responsibility**

Responsibility for the interpretation and administration of this policy is delegated to the Executive Director of Human Resources or designee.

Adopted: May 15, 2006

Revised: 12/17/2018, 3/21/2022