



CATEGORY: Faculty Contracts, Termination and Resignations

POLICY NUMBER: 3.8.3

POLICY: Termination of Part-Time and Temporary
Employees

ADOPTED DATE:

REVIEWED/REVISED DATE: 10/14/2021

Administered by: **Vice President of Administration and Finance**

POLICY: The President has the right to terminate, at will, part-time and temporary employees.

PROCEDURES:

1. Employees against whom dismissal action is taken will be advised in writing by the President of such dismissal.
2. The President may provide reasonable written notice prior to termination if deemed feasible.
3. Documentation to support the termination should be submitted in writing to Human Resources.
4. Supervisors should submit a *Change of Status* form to Human Resources with approved signatures from their immediate supervisor and Vice President.
5. The President may provide reasonable written notice prior to termination if deemed feasible. See ***Due Process and Grievance*** procedures regarding employee termination or non-renewal of employee appointment.