

POLICY FOR TERMINATION WITHOUT CAUSE

The following language will appear in the new employee handbook:

Involuntary separation from the College will occur when the employee does not initiate the termination. The following are examples of involuntary terminations without cause:

- 1) Lay off for lack of work when the College reduces its work force for financial exigency or other reasons.
- 2) Release without fault when an employee, through no fault of his/her own, is unsuited for or incapable of performing work assigned and no appropriate change of assignment is available.
- 3) A departmental/college reorganization in which the position is abolished or reassigned.

Exempt employees who are terminated *without cause* will receive the following:

“Forty-five (45) days severance pay plus unused accrued annual leave. Under no circumstances will severance pay be granted for resignations or to part-time or temporary employees or employees serving in a probationary status.”