

### **D.9.1.3 (Procedure) Procedures for Termination of Non-Benefited Employees**

Responsible Department: Human Resources

Based on Board Policy: [D.9.1 - Progressive Discipline](#)

Approved: 1-20-12

Last Amended:

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This procedure applies to all non-benefited temporary employees.

Non-contract employees of the College District serve ‘at-will,’ meaning that employment has no specified term and that the employment relationship may be terminated any time at the will of either party with or without notice to the other. This procedure does not change the employment relationship of at-will employees.

#### **Procedures for Termination of Non-Benefited Employees**

The following is the procedure for termination of non-benefited, temporary employees. This information does not create any property rights to assignments or to employment for any individual working in a non-benefited, temporary capacity.

1. Identify the problematic behavior(s).
2. Unless the employee’s behavior(s) warrants immediate termination, the immediate supervisor will notify the employee of the need to correct the problematic behavior(s).
3. The disciplined employee shall be asked to acknowledge receipt for all notices of discipline; if the employee refuses to sign the acknowledgement, the document shall be noted as “Refused to Sign.”
4. Upon re-occurrence of the problematic behavior(s), or upon any other disciplinary violation(s), the job assignment may be terminated.
5. A representative from the Human Resources department shall be consulted prior to the termination of the assignment.
6. A representative from the Human Resources department may also be present at the termination meeting.
7. Within two days of the termination, a copy of the discipline record shall be forwarded by the immediate supervisor to the Human Resources department to be included in the employee personnel file.

#### **Nonrenewal Not Affected**

Nothing herein shall prevent the Board from deciding, by vote or inaction, not to offer a term contract employee further employment with the College District beyond the current term of the current contract, for any legal reason or for no reason.

For further information and guidance contact the Human Resources department.