

Termination			
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Termination of employment

Voluntary resignation – An employee who voluntarily resigns his/her employment will not be eligible for rehire unless written notice is provided prior to resignation as follows: Two (2) weeks notice requested for nonexempt employees; one (1) month notice requested for exempt employees.

Abandonment of job or three consecutive unexcused or unauthorized absences without call in to supervisor is considered to be a voluntary resignation by the employee.

Dismissal of employees should follow the College's Disciplinary Action Policy whenever possible.

The College again reiterates that all employment with the College is on an "at-will" basis unless formalized by a written contract between the individual employee and the College and signed by the President of the College.