

Employment – Separation Procedure	Procedure Number	6.1.4P
	Effective Date	April 2, 2014

1.0 PURPOSE

In accordance with Board Policy 6.1 Employment, the purpose of this procedure is to outline employment separation elements of note.

2.0 REVISION HISTORY

Adopted on: 4/2/14

3.0 PERSONS AFFECTED

All employees of the College are subject to the procedures.

4.0 DEFINITIONS

- A. *Regular positions* – Regular positions are positions for which the College has a routine and on-going need for or had a routine and on-going need prior to the reduction in force, as opposed to an intermittent or temporary position. The anticipated duration of institutional need for regular positions is more than six (6) months.
- B. *Intermittent positions* – Intermittent positions are positions for which the College does not have a routine and on-going need. Intermittent positions are usually temporary in nature. An Adjunct Faculty position is considered an intermittent position.
- C. *Contracted employees* – Contracted employees are those who have an employment contract with the College which provides the employee a continued employment expectation for the duration of the contract.
- D. *At-will employees* – At-will employees do not have a contractual relationship with the College. For at-will employees, either the College or the employee may terminate the employment relationship at any time, and for any reason or without reason.
- E. *Temporary appointment* – A temporary appointment is one in which the employee is placed into the position on a temporary, rather than an on-going basis. The appointment is temporary when the position is being filled based upon an emergent need identified in LCCC policy or procedure.

5.0 PROCEDURES

- A. Employment Separation
 - 1) Termination
 - a. At-will Employees

For at-will employees, either the College or the employee may terminate the employment relationship at any time, and for any reason or without reason. A

supervisor contemplating termination must consult with the Human Resources department and his or her immediate supervisor prior to effectuating the termination.

b. Contracted Employees

Termination of contracted employees shall be for cause during the term of their contracts. "For cause" is outlined in LCCC Procedure 6.10P. Notice of termination shall be provided in writing to the employee.

2) Resignation and Retirement

The employment relationship may also be concluded via resignation or retirement.

3) Conclusion of Contract

The employment relationship will also be concluded in accordance with any employment contract which specifies the employment duration.

B. Supervisory Responsibilities in an Employee Separation

When an employment relationship is concluded with an employee in any category, and in any type of position, it is the responsibility of the employee's immediate supervisor to initiate out-processing of the employee in a timely manner by contacting Human Resources as soon as the supervisor is aware of a pending and/or actual employee separation.

The employee's immediate supervisor will be responsible for securing any and all College property from the separating employee as well as ensuring the employee returns any and all keys that may have been assigned to the employee directly to the Physical Plant.

C. Job Abandonment

Unless there are extreme extenuating circumstances, as determined in the sole discretion of Human Resources, an employee will be considered to have abandoned employment with LCCC if two consecutive shifts pass with no contact from the employee directly to the employee's immediate supervisor, or in the case of a sudden and serious health issue, Human Resources.

A shift is defined as a specifically designated work time that may appear on an actual issued schedule, or the days/times that an employee has been usually and customarily expected to work.

LCCC will interpret the lack of timely contact by the employee as to their intentions, and failure to report to work as expected, to indicate the employee no longer wishes to remain employed with the College.

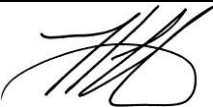
At the conclusion of the second shift (as defined above), the employee's immediate supervisor will contact Human Resources to record Job Abandonment and the employee will be considered to have voluntarily terminated employment.

D. Employment Verification

If/when the College and/or a past co-worker, supervisor, or peer is contacted for reference information, it is the practice of LCCC to provide 'Employment Verification' services on behalf of the separated employee. Employment Verification consists of:

- 1) Employment start date(s),
- 2) Employment end date(s),
- 3) Confirmation of position(s) held, and
- 4) Name(s) used by the employee for the duration of employment with LCCC.

Verification requests should be forwarded to Human Resources to ensure accuracy in employment information provided on behalf of a separated employee.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Peggie Kresl-Hotz, Human Resources Executive Director Debb Roden, Legal Counsel	1/14/14
Approval by President's Cabinet		1/21/14
Ratified by College Council	Kari Brown-Herbst, College Council Co-chair	3/17/14
Approval by President (Signature)		4/2/14