5540 Dismissal

When a staff member is dismissed, he/she shall be notified of this in writing and in person by his/her supervisor with copies to the College President and the Vice President for Administrative Services and Finance. This notice is to state the reason(s) for dismissal.

For examples of reasons for disciplinary action, please see policy 5530 "Discipline: Staff."

All details of the dismissal are confidential. Discussion shall only occur with those who need to know.

Regardless of the amount of accrued sick leave any staff has accumulated, the College reserves the right to terminate the employment of any staff who cannot perform his/her job for more than 6 months out of any 12 month period (see policy 5410 "Sick Leave"). For Family and Medical Leave, see policy 5430 "Family and Medical Leave." For disability accommodations, see policy 5600 "Nondiscrimination."

Procedure

Wages due to the staff member who involuntarily separates from the College shall be paid on the next regularly scheduled payday. This pay shall be on a manual check even if the staff member has signed up for direct deposit.

A. Non-Exempt Employees (Classified and Professional Hourly Staff)
   A staff member shall be paid for any hours worked through their last day of employment. If a staff member is on equalized pay, their final paycheck shall be calculated by taking the total number of hours owed to them minus the amount of hours for which they have already been paid.

B. Exempt Employees (Professional Salaried and Administrative Staff)
   The staff member's salary shall be prorated through the last date of their employment.

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