

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-7327.0

SUSPENSION, DEMOTION AND TERMINATION FOR NON – FACULTY EMPLOYEES

1. PROCEDURE SUMMARY STATEMENT

Northeast Community College expects professional and respectful behavior from all of its employees. These procedures establish employment suspension, demotion, and termination for cause guidelines for non-faculty employees.

2. DEFINITIONS

N/A

3. PROCEDURE

- 3.1 All full-time non-faculty employees who have completed their first two (2) years of full-time employment (probationary period) may be suspended, demoted, or terminated for just cause. Just case shall include, but not necessarily be limited to:
 - 3.1.1 Breach of any material term of the non-faculty employee's Letter of Appointment.
 - 3.1.2 Incompetence.
 - 3.1.3 Unsatisfactory performance.
 - 3.1.4 Neglect of duty.
 - 3.1.5 Unprofessional conduct.
 - 3.1.6 Insubordination.
 - 3.1.7 Harassment.
 - 3.1.8 Immorality or commission of a crime involving moral turpitude.
 - 3.1.9 Physical or intellectual incompetence which prevents the non-faculty employee from returning to their employment and performing the essential functions of their job with reasonable accommodation following the exhaustion of all available leave.
 - 3.1.10 Refusal or repeated failure to comply with the applicable rules and regulations including, without limitation, departmental rules and regulations or the College Policies and Procedures.

- 3.1.11 Failure to satisfactorily complete any period of employment probation, disciplinary suspension or employee performance improvement plan implemented pursuant to all applicable College administrative procedures.
- 3.1.12 Theft or the willful damage or destruction of property.
- 3.1.13 Intoxication or being under the influence of non-prescribed medication or drugs while on duty.
- 3.1.14 Fighting.
- 3.1.15 Falsifying timecards or other records.
- 3.1.16 Other conduct which has a material adverse effect on or substantially interferes with the non-faculty employee's continued ability to perform their duties.
- 3.1.17 Reduction in Force.

3.2 Notice of Demotion, Suspension, or Termination

- 3.2.1 Whenever the non-faculty employee's supervisor and the Human Resources Office determine that the employee should be demoted, suspended, or terminated for just cause, Human Resources will draft written documentation to provide the non-faculty employee at a formal meeting. If a non-faculty employee is recommended for demotion, suspension, or termination, the notice will include: the date of determination; the nature of the determination and the effective date; the reasons for the determination. This requirement may be satisfied by citing or including a copy of the relevant policies and procedures.

3.3 Part-time and Probationary Non-Faculty Employees

- 3.3.1 Employment for all new-hire probationary employees, part-time and temporary employees is at will, and such employees may be terminated, demoted, suspended, non-renewed or not extended without cause and without any reason being given for such action, and the provisions of these procedures shall not apply. The notice to such employees shall only be required to specify the date of the determination.

4. APPLICABILITY

N/A

ISSUE DATE: 08/10/2022

EFFECTIVE DATE: 08/10/2022

REVISION DATE(S):

PRIOR POLICY/PROCEDURE NUMBER: BP-7327

SCHEDULE FOR REVIEW: 2027

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RELATED PROCEDURES/ REFERENCE: AP-7322.0, AP-7315.0, AP-7325.0

PROCEDURE KEY WORDS: suspension; demotion, termination