

# **NORTHEAST COMMUNITY COLLEGE POLICY MANUAL**

## **SECTION 7– HUMAN RESOURCES SUBSECTION 73 – EVALUATION, DISCIPLINE, TERMINATION & RESIGNATION**

### **POLICY NUMBER: BP – 7327**

#### **SUSPENSION, DEMOTION AND TERMINATION FOR CAUSE**

##### **1. POLICY REASON/PURPOSE/INTENT**

To establish a policy on employment suspension, demotion and termination for cause.

##### **2. DEFINITIONS**

N/A

##### **3. POLICY**

###### **3.1 Full-time Employees:**

3.1.1 Full-time administrative, professional/managerial and classified employees who have completed their first two years of full-time employment (probationary period) may be suspended, demoted or terminated for just cause. Just cause shall include but not necessarily be limited to:

- 3.1.1.1 Breach of any material term of the employees Letter of Appointment
- 3.1.1.2 Incompetence
- 3.1.1.3 Unsatisfactory Performance
- 3.1.1.4 Neglect of duty
- 3.1.1.5 Unprofessional conduct
- 3.1.1.6 Insubordination
- 3.1.1.7 Immorality or commission of a crime involving moral turpitude
- 3.1.1.8 Physical or mental incompetence which prevents the employee from returning to his/her employment and performing the essential functions of his/her job with reasonable accommodation following the exhaustion of all available leave
- 3.1.1.9 Refusal or repeated failure to comply with the applicable rules and regulations including, without limitation, departmental rules and regulations and/or the College Policies and Procedures
- 3.1.1.10 Failure to satisfactorily complete any period of Employment Probation, Disciplinary Suspension or employee Performance Improvement Plan implemented pursuant to Board policies BP-7315, BP-7322, BP-7325 and related college procedures
- 3.1.1.11 Theft or the willful damage or destruction of property
- 3.1.1.12 Intoxication or being under the influence of non-prescribed medication or drugs while on duty

- 3.1.1.13 Fighting
- 3.1.1.14 Falsifying timecards or other records
- 3.1.1.15 Other conduct which has a material adverse effect on or substantially interferes with the employee's continued ability to perform his/her duties
- 3.1.1.16 Reduction in Force

3.2 Part-time and Probationary Employees:

3.2.1 Employment for all new-hire probationary employees, part-time employees 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 this policy shall not apply. The notice to such persons shall only be required to specify the date of the determination.

**4. APPLICABILITY**

N/A

**EFFECTIVE DATE:** 08/14/2014

**ORIGINAL ADOPTION DATE:** 03/09/2006 (item #9853)

**REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER):** 08/14/2014  
(item #11478)

**PRIOR POLICY/PROCEDURE NUMBER:** 4103

**SCHEDULE FOR REVIEW:** 2017

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Human Resources

**SPONSORING DIVISION/DEPARTMENT:** Human Resources

**RESCINDED DATE:** none

**LEGAL REFERENCE:** none

**CROSS REFERENCE:** none

**PROCEDURE(S) FOR POLICY:** none

**RELATED POLICIES/REFERENCES:** BP-7315; BP-7322: BP-7325:

**POLICY KEY WORDS:** employment suspension, demotion, termination, just cause