

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 475.4	
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		Last Revision Date:	8-11-2020, 1-11-1999
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Section:	Personnel	Subject:	Termination of Full-Time and Part-Time Employees

PURPOSE

The purpose is to outline the procedure of termination for all full-time and part-time employees.

PROCEDURE

1. Definition

Termination is when the College ends the employee's employment.

2. Authority

A supervisor may initiate termination of an employee only after consultation with the appropriate Vice President and/or the Chief Human Resources Officer.

3. At-Will Status

All employees are at-will employees, and may be terminated for any reason or no reason, with or without advance notice. Notwithstanding the above, no employee will be dismissed for a legally impermissible reason such as race, color, gender, religion, national origin, age (40+) or disability.

4. Notification

4.1 The President or designated representative will give the employee written notice of the decision for termination and the effective date. Notification will either be by certified mail, courier or will be served in person.

4.2 The College does not guarantee that any employee will receive advance notice of any termination.

5. A terminated employee will receive payment for unused accrued vacation.

6. When reasonably practical, the employee will participate in an exit interview.