


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 475.3		
	Page 1 of 2		
	Last Revision Date:	04-11-11	
Effective Date:		01-11-99	
Section:	Personnel	Subject:	Termination of Contractual Employees

PURPOSE

To outline the procedure for termination of contractual employees.

PROCEDURE

1. Definitions

- 1.1. *Termination* is when the College ends the employee's employment status prior to the contract's expiration date.
- 1.2. A *contractual employee* includes any employee who holds a contract for a defined length of time. Probationary full-time contractual employees, continuing full-time contractual employees and administrators are examples of contractual employees.
- 1.3. Classified employees are at-will employees, not contractual employees (see Procedure 475.4 Termination of Classified Employees).

2. Authority

A supervisor may initiate termination of a contractual employee only after consultations with the appropriate Vice President and the Human Resources Director.

3. Notification


- 3.1. The President or designee will give the employee written notice of the decision for termination. Notification will either be mailed certified or delivered to the employee in person.
- 3.2. The notice will include the reason(s) for termination and the effective date. The effective date can be no sooner than seven calendar days after the employee receives notice of the College's intention to terminate.
- 3.3. No employee will be discharged for a legally impermissible reason such as race, color, national origin, sex, religion, age, or disability in accordance with applicable local, state, and federal laws

4. Appeal

- 4.1. A contractual employee who receives a notice of termination as described in subsection 3.1 above may appeal the decision within seven calendar days of receiving the written notice of termination. The appeal will be conducted pursuant to Procedure 450.1 Due Process Hearing Panel
- 4.2. Failure to submit a written request for an appeal to the Human Resources Office within the time limit results in forfeiture of any appeal rights.

5. An employee who is terminated will receive payment for unused accrued vacation.

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		Page 2 of 2	
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6. When reasonably practical, the employee will be asked to participate in an exit interview.