


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 475.5		
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	Last Revision Date:	04-11-11	
Effective Date:		01-11-99	
Section:	Personnel	Subject:	Continuing Full-Time Contractual Employee Reduction

PURPOSE

To outline the process providing the means for a Continuing Full-Time Contractual Employee Reduction to reduce continuing full-time contractual employees when conditions warrant the downsizing and/or elimination of program and/or positions.

PROCEDURE

1. Definition

A *continuing full-time contractual employee* is a faculty member, librarian, counselor or professional (non-administrative) employee who has been offered and accepted a full-time contract as a faculty member, librarian, counselor or professional (non-administrative) employee for a fourth consecutive year.

2. Conditions Leading to a Continuing Full-Time Contractual Employee Reduction


A Continuing Full-Time Contractual Employee Reduction is used when a reallocation of College resources is warranted because of changes such as the following:

- 2.1. A reduction in State or District funding.
- 2.2. A reorganization to staff responsibilities warranting a realignment of staff positions.
- 2.3. A general decline in enrollment.
- 2.4. An enrollment decline in specific programs and/or subject areas to the point where cost per student educated is considered excessive in that area.

3. Implementation

- 3.1. A continuing full-time contractual employee to be separated from employment by means of this procedure will be notified in writing no later than April 15.. Notification will either be mailed to the employee by certified mail or delivered to the employee in person.
- 3.2. With 14 calendar days of receiving written notice from the President that separation from employment will occur pursuant to this procedure, a continuing full-time contractual employee may appeal the decision. Failure to submit a written request for an appeal to the Human Resources Office within the above time limit will result in a forfeiture of any appeal rights. The appeal will be conducted pursuant to Procedure 450.1 Due Process Hearing Panel.
- 3.3. Any continuing full-time contractual employee to be separated from employment as a result of this procedure will be eligible for reassignment according to established procedures for promotion and/or transfer.

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- 3.4. Following actual separation from employment pursuant to this procedure, a continuing full-time contractual employee may request to be advised of position openings for which they are qualified for one year.
 - 3.4.1. It is the former employee's responsibility to keep the Human Resources Office informed of the current mailing address during this period.
 - 3.4.2. For this one year, the employee is eligible to apply for an open position as a current employee according to established procedure for promotion and/or transfer.
 - 3.4.3. After the designated one-year period, former employees will then be eligible for employment in competition with all other interested applicants.
4. The provisions of this procedure, including notice to an employee affected by a contractual employee reduction, have no application in status involving a Reduction in Force (Procedure 475.6).