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POLICIES & PROCEDURES FOR EMPLOYEES

Southwestern Community College - Policies and Procedures Manual

Policy Title:	Appointment, Resignation, and Non-Renewal	4.7
Responsible Division:	Human Resources	
Date Approved:	October 1992	

1. FULL-TIME EMPLOYEES

a. Appointment

Full-time employees are employed annually by the President, subject to ratification by the Board of Trustees. Such employment is for a specified period of time within the fiscal year. Each full-time employee will be re-employed for a subsequent period unless the employee is notified in writing to the contrary at least thirty days prior to the expiration of the fiscal year or his/her employment period, whichever comes first. The college's fiscal year begins July 1 and ends the following June 30.

b. Resignation

Any employee who does not wish to be nominated for re-employment should notify the appropriate Vice President in writing at least thirty days prior to the expiration of the current contract. Resignation during the term of the contract without full agreement upon and settlement of all claims, in writing, existing between the college and the resigning employee shall require payment of liquidated damages to the college as specified in the employment contract.

c. Non-Renewal

A full-time employee who has received notice of non-renewal of contract may appeal as prescribed in the college policy Disciplinary Action, Suspension, and Dismissal, Southwestern Community College, Policies and Procedures Manual. Failure to renew a contract which is a result of a lack of enrollment, elimination of instructional programs, or budgetary restrictions is not subject to the appeal procedure.

Termination of employment during the period of probation is not subject to the appeal procedure.

2. PART-TIME EMPLOYEES

a. Appointment

Part-time employees are employed by the President subject to ratification by the Board of Trustees and are employed for specific periods of time and such employment carries neither implication of nor commitment to continuation of employment beyond the ending date specified in the employment agreement.

b. **Non-Renewal**

A decision by the college not to renegotiate a part-time contract with a part-time employee is not subject to the provisions of the employee grievance procedure or the college policy on Disciplinary Action, Suspension, and Dismissal, Southwestern Community College Policies and Procedures Manual.

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