



NUMBER: 399

SUBJECT: TERMINATION OF BENEFITS ELIGIBLE EMPLOYEES

EFFECTIVE DATE: AUGUST 15, 2005

EFFECTIVE DATE OF LAST REVISION: JANUARY 24, 2011

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399.1 — POLICY

Bridgerland Applied Technology College (BATC) strives to provide a continuity of employment through effective planning and proper selection of employees. It is recognized that benefits eligible employees have a right to an expectation of continued employment except when their conduct warrants disciplinary action or in situations where budget constraints or other legislative/regulatory decisions adversely affect BATC's ability to retain a position. When terminations must be implemented, they are handled in a manner to achieve the least adverse effect on the affected employee and BATC.

This policy does not apply to individuals identified as "non-benefits eligible" or "at-will" employees (see Section 300.390 of the Policy Manual).

399.2 — PROCEDURES

399.2.1 — Voluntary Termination

Voluntary termination occurs when an employee resigns, retires, or fails to return to work after an approved leave of absence.

399.2.1.1 — Employees are expected to give BATC advance written notice when ending their employment. Written notice must be received to end employment in good standing. Benefits eligible employees who intend to end their employment with BATC are expected to give BATC at least two (2) weeks advance written notice (as much notice as possible is preferred) of their intent to resign in order to end employment in good standing.

399.2.1.2 — Retiring, benefits eligible employees are expected to give two (2) months advance written notice of their expected retirement date.

399.2.1.3 — Absence from work for more than three (3) consecutive working days without notifying one's supervisor may also constitute voluntary termination.

399.2.2 — Dismissal

Dismissal is determined at the discretion of BATC and not by the employee. Dismissal of an employee for cause, may result from a job-related reason(s) under circumstances that demonstrate the inability or unwillingness of the employee to meet his or her responsibilities to BATC. ***It is impossible to provide an exhaustive list that identifies every type of conduct or performance problem that may result in some form of discipline.*** However, in an effort to provide employees some guidance, the following list provides examples of conduct that may result in the application of disciplinary sanctions: gross negligence; gross incompetence; violation of BATC policies; excessive or unauthorized absence; misuse of institutional property or funds; misuse of institutional Internet access; disorderly conduct; fraud; falsification on an employment application; unsuitability to job requirements; being under the influence of alcohol or drugs while working; insubordination; unjustified interference with the work of others; violation of applicable statutory requirements or BATC regulations relating to employment practices, including, but not limited to, regulations prohibiting discrimination or harassment because of race, color, religion, sex, national origin, age, disability, veteran's status, sexual orientation, or other legally impermissible behavior; conviction of a crime by a court of competent jurisdiction; and violation of other generally accepted standards of conduct, where such violation creates substantial inefficiency and/or an unacceptable work atmosphere at the institution. Dismissal can also result from reduction-in-force due to budget cuts, operational reorganization, expiration of outside funding, or dissolution of programs.



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All dismissals require prior consultation with the department head/director and the appropriate administrative authority (the Campus President or the Vice President for Finance) concerning compliance with equal employment laws and regulations, and BATC policies and procedures.

399.2.2.1 — Whenever possible, employees should be counseled and given an opportunity to improve their performance before dismissal is warranted. (Refer to Section 300.311 of the Policy Manual.)

399.2.2.2 — A written document stating the reason for the employee's dismissal will be delivered personally to the employee at his/her usual work station. This document will contain a statement summarizing the problems encountered, attempts to correct them, and the cause assigned for dismissal. A copy will be forwarded to the employee's personnel file. If the employee is not available, the notice of dismissal will be sent by mail to the employee at his/her last known address. If notice is mailed, it is deemed effective for all purposes when placed in an official Post Office depository.

399.2.3 — Exit Interview

399.2.3.1 — To the extent that it is reasonably possible or practical, BATC intends that exit interviews be conducted for all employees who terminate their employment. It is the responsibility of the appropriate administrative authority (the Campus President or the respective Vice President) to meet with or have a telephone interview with each employee whose employment is ending. If the employee is not available for an interview, forms are sent to his/her home address along with a letter asking the employee to call for an exit interview or to complete the exit interview forms and return them to the sending administrative authority.

399.2.3.2 — All employees who voluntarily terminate should meet with the appropriate administrative authority (the Campus President or the respective Vice President) for an exit interview and must return all equipment or supplies (i.e., keys, books, staff card, etc.) to the appropriate department.

399.3 — RESPONSIBILITY

399.3.1 — Human Resources / Accounting Department

Responsible for ensuring that termination of any BATC employee complies with this policy and with applicable affirmative action/equal employment policies.

399.3.2 — Primary Department

Responsible to work closely with the Controller's Office to ensure adherence to this policy. The primary department will provide documentation regarding an employee's termination and the return of BATC property (i.e., keys, books, staff card, etc.).

399.3.3 — Employees

Responsible for providing the required written notice when they resign or retire, and for attending an exit interview with the appropriate administrative authority. The employee will ensure that any BATC property is returned to the appropriate department, including, but not limited to, equipment, keys, books, and staff card.