Frederick Community College Policy

Section 3.00 Personnel	Policy Number	3.14
	Page	1 of 2
Separation from Employment	Procedure Number	3.14a,b,c
	Board Approved Re-approved Revision Approved	5/21/03 4/20/05 3/18/09

A. Voluntary Termination. Resignation or Retirement

1. Faculty or Administrators. A letter of resignation or retirement shall be submitted to the President at least ninety days in advance of the date of contract expiration or the date of the proposed termination. Approval of the Board of Trustees is required to waive the terms of an appointment during a contract period. Except in emergency situations, it is expected that a faculty member shall resign or retire only at the end of a semester or term.

2. Support Staff. A letter of resignation or retirement shall be submitted to the President at least thirty days in advance of the proposed termination date.

3. Upon request, the Board of Trustees may waive the above notification deadlines if, in its judgment, such waiver will not be injurious to the College.

B. Involuntary Termination. Upon recommendation of the President of the College, the Board of Trustees, at its discretion, may elect not to renew an existing staff appointment at the end of a contract period. For support or administration employees still in the probationary period, employment can be ended by the employee or FCC with or without cause.

C. Dismissal or Suspension. Dismissal or suspension during a contract period shall not be undertaken without good cause. Good cause for dismissal or suspension purposes includes but is not limited to the following:

1. Actions of the employee are illegal or dishonest.

2. The employee is incompetent in performing his/her duties.

3. The employee has failed to meet the conditions of the contract and/or the conditions of employment as stated in the College Policy Manual.

4. Services may be terminated in the event of financial or program retrenchment provided such action is bona fide.

D. Right of Appeal

1. Probationary Employee. A probationary employee who has been notified by registered mail of dismissal or non-renewal during a contract period shall have the right to a hearing before a review committee, herein called the “College Hearing Panel” (CHP). This review shall be limited to the timely notification of such non-renewal.

2. Non-probationary Employee. A non-probationary employee who has been notified of involuntary termination, dismissal, or suspension shall have the right to a hearing before a review committee.

   a. In accordance with College policies and procedures, the Board of Trustees shall serve as a hearing panel for staff grievances, dismissals and nonrenewals. Such hearing panel shall only consider appeals for procedural review to determine whether procedural timelines and notifications were adhered to, as defined in procedure 3.14a.

E. Retrenchment. In the event of necessary retrenchment, reductions in force must have prior approval of the President and concurrence of the Board of Trustees. (See Retrenchment Procedure 3.14c.)