Employment	Separation Procedure	Procedure Number	6.1.4P
		Effective Date	April 2, 2014

1.0 PURPOSE

In accordance with Board Policy 6.1 Employment, the purpose of this procedure is to outline employment separation elements of note.

2.0 REVISION HISTORY

Adopted on: 4/2/14

3.0 PERSONS AFFECTED

All employees of the College are subject to the procedures.

4.0 DEFINITIONS

- A. Regular positions are positions for which the College has a routine and ongoing need for or had a routine and on-going need prior to the reduction in force, as opposed to an intermittent or temporary position. The anticipated duration of institutional need for regular positions is more than six (6) months.
- B. Intermittent positions are positions for which the College does not have a routine and on-going need. Intermittent positions are usually temporary in nature. An Adjunct Faculty position is considered an intermittent position.
- Contracted employees are those who have an employment contract with the College which provides the employee a continued employment expectation for the duration of the contract.
- D. At-will employees do not have a contractual relationship with the College. For at-will employees, either the College or the employee may terminate the employment relationship at any time, and for any reason or without reason.
- E A temporary appointment is one in which the employee is placed into the position on a temporary, rather than an on-going basis. The appointment is temporary when the position is being filled based upon an emergent need identified in LCCC policy or procedure.

5.0 PROCEDURES

- A. Employment Separation
 - 1) Termination
 - a. At-will Employees

For at-will employees, either the College or the employee may terminate the employment relationship at any time, and for any reason or without reason. A