
Separation from Employment

OPERATIONAL POLICY STATEMENT

Each of the following separations must be confirmed in writing to the Director of Human Resources or appropriate departmental designee (referred to from this point as “Human Resources”) by the supervisor using appropriate documentation:

1. Resignation
2. Reorganization/RIF
3. Dismissal
4. End assignment (Temporary Only)
5. Non-renewal of contract (Faculty Only)
6. Job Abandonment

If any employee feels compelled to resign from the College because of objectively difficult or unpleasant working conditions to the extent that a reasonable employee would feel compelled to resign, the employee is strongly encouraged to notify his/her supervisor and/or Human Resources. Pursuant to Arizona Revised Statute (ARS) 23-1502, this notification must be provided at least fifteen (15) calendar days prior to the resignation date, must be in writing, and must outline examples of the working conditions that are believed to be objectively difficult so as to compel the employee to consider resigning employment. This step must be taken in order for an employee to preserve the right to bring a claim against the College under the law. The employee is strongly encouraged to read and consider the College’s response before making a final employment or resignation decision.

Separating employees are responsible for (1) returning all property, materials, and other such items issued to them or in their possession or control to their department and (2) for referring to the applicable policies and plan documents and/or consulting with Human Resources regarding any benefits upon separation including retirement and options for continuing health and welfare benefits. Final pay will be issued per ARS 23-353 and will include, as applicable, unpaid work time, overtime due, unused vacation and sick days per operational policy, and deductions per employee elections.

I. Regular Full-time and Regular Part-time Staff

1. Resignation

- a. An employee who plans to leave the College is requested to provide at least 10 working-days notice in writing to the immediate supervisor and to Human Resources.

2. Reorganization/RIF

- a. A change and/or reduction in the workforce may become necessary due to a decrease of financial resources available to the institution, including but not limited to legislative action or loss of enrollment, or through program changes, changing institutional priorities and/or reallocation of resources, or reorganization or restructuring and/or consolidation of departments and divisions, deletion of programs/activities or a reduction in funding or other restraints as deemed necessary by the College.
- b. Prior to implementation of a reduction in force for financial reasons the College will consider alternatives such as reductions in non-personnel budgets, transfers, reassignments, and non-replacement of open positions.
- c. When an employment action is required it is the intent of the College to provide for such reductions to be based on some combination of the following criteria (1) maintaining a sound and balanced educational program that is consistent with the functions and responsibilities of the College and (2) each employee's professional versatility and flexibility to function in alternate positions, level of performance as demonstrated in performance evaluations, and length of service with the College.
- d. The College will notify the affected employees as soon as practicable, and every effort will be made to provide at least thirty (30) calendar days prior to the effective date of the proposed action.
- e. Affected employees are eligible to apply for open positions along with other interested applicants.
- f. This action requires Human Resources review prior to initiating.

3. Dismissal

- a. Failure to meet performance standards and/or violation of established policies, procedures or standards of conduct.
- b. This action requires Human Resources review prior to initiating.
- c. Reference Operational Policy 2.21 Performance Expectations and Corrective Action.

4. Job Abandonment

- a. Any employee who is absent for three (3) or more consecutive working days (based on his or her normal work schedule) without notifying his/her manager in accordance with College Sick Leave and Leave of Absence Operational Policy.
- b. After the third consecutive workday an employee is absent from work and fails to obtain approval for his/her absence, the manager should notify Human Resources to determine if the circumstances warrant the job abandonment notice.
- c. The Manager in consultation with Human Resources will be responsible to prepare a Notice of Separation. A copy sent by mail to the employee at his/her last known address.

5. The Notification Must Include:

- A termination date (typically the employee's last day worked).
- Notice that the employee may request in writing to their supervisor/manager reconsideration of the job abandonment action within seven calendar days from the mail postmark date or personal delivery date, if applicable.

II. Regular Full-time Faculty

Reference 2.36 Severance of Employment of Full-time Faculty

RELATED INFORMATION

[ARS 23-1502](#)

[ARS 23-353](#)

OPERATIONAL POLICY HISTORY

Formerly Policy 2.8.4, Adopted 12/17/2008

Renumbered to Policy 2.45 in 10/2014

Revised 3/23/2018

Revised to "Operational" Policy 3/5/21
