

60205 Contracts and Releases from Contract

Written contracts in the form of a "Notice of Appointment" will be provided for full-time faculty, administrative and other professional staff employees. The Board of Governors shall have final approval of all full-time contracts for faculty, administrative and other professional staff employees. If vacancies in full-time faculty positions still exist six weeks prior to the beginning of an academic quarter, the President may appoint persons to those vacant positions and submit such appointments to the Board of Governors for subsequent ratification.

Extra service appointments as approved by the President may be issued to nine-month faculty for the performance of duties during the summer (or other fourth) quarter, and to any full-time professional employee for developmental contracts and extra class assignments during any quarter.

Except as may be expressly provided in a separate part-time employment contract for an extra service appointment or for additional part-time services, full-time faculty and other exempt professional staff shall not receive either compensatory time or additional pay for hours worked in excess of forty (40) hours during any workweek.

Contracts for part-time employment may be issued for professional personnel employed by the day, quarter, hour, or clock hours as deemed appropriate and as approved by the President within the confines of the approved College budget.

The College, through the Board of Governors, hires professional personnel for a designated contract period. However, newly-employed full-time professional personnel are subject to a two-year probationary period. During the two-year probationary period, the College may terminate the appointment (contract) and the employee's employment without cause at any time.

Professional employees are expected in good faith to fulfill the provisions of their contracts for the entire contract term. If an employee wishes to obtain a release from his/her contract prior to the end of the contract term, the employee shall submit a written request for early release through channels to the President in a timely manner. Early notification is essential for the College to perform recruitment and transition actions that allow the functions of the position being vacated to continue with minimum disruption.

A professional employee seeking early release is expected to submit his/her request as much in advance of the requested release date as is possible, but in no event less than thirty (30) days preceding the requested release date, exclusive of any vacation days the employee desires to take between the date of the request and the requested release date. It is expected that the employee will work cooperatively with the College administration to fulfill his/her professional contractual obligation to minimize the adverse impact upon students and the institution caused by lack of timely notification. No vacation may be taken prior to the requested release date except as approved in advance by the College President.

Where early release is timely requested in accordance with this policy then, except in cases of undue hardship to the College, the request shall be approved. The President may approve requests not meeting the requirements of this policy where the President determines extraordinary or extenuating circumstances exist.

The President is authorized to declare ineligible for rehire any professional employee who ceases performing services under his/her contract prior to its termination date or prior to an early release from contract granted by the President. Unauthorized cessation of contract performance may also result in, but not be limited to, a claim against the employee by the College for breach of contract and an unfavorable reference from the College concerning the employee's separation from employment.

The President will establish procedures for the implementation of this policy, appropriately taking into consideration the interests of both the College and the professional employee. The President will report to the Board of Governors all early releases from contract of professional staff employees.

(Amended 7/22/80; 10/23/84; 10/22/85; 11/24/87; 8/25/15)