

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

NON-DISCIPLINARY SEPARATION
FROM EMPLOYMENT

Effective March 28, 2013

Policy No. 3-30

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- (A) Employees may resign their employment with the college.
- (B) Employees may separate their employment with the college by retirement.
- (C) Employees are ordinarily separated from employment with the college at the expiration of a contract, grant, or temporary assignment.
- (D) Employees may be separated from employment with the college due to a layoff, reduction in workforce, or position elimination.
- (E) Final paychecks will be processed in accordance with Procedure No. 3-30 (F).
- (F) The Board of Trustees will be notified of all employee separations of employment.

Last Effective Date: April 15, 1999

*Revised Policy (Approved by the Board of Trustees 3-28-13)

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