

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

NON-DISCIPLINARY SEPARATION

Effective April 15, 1999

FROM EMPLOYMENT - EXPIRATION OF CONTRACT

Procedure No. 3-30 (C)

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- (1) The hire letter and/or contract will state the terms, conditions, and length of employment.
- (2) An employee whose contract has expired, by not later than the final day of employment, shall remove personal property from the campus and return all college property to its rightful place, in accordance with Procedure 3-30 (E).
- (3) An employee whose contract has expired will receive his/her final paycheck in accordance with Policy 3-30 (F).