2.8 KCTCS Employee Separation

At times, it may be necessary for KCTCS or individual employees to initiate a separation of their employment. In addition to KCTCS policies and procedures, separation actions are governed by the employee's personnel system. To protect the interests of both parties, the KCTCS Board of Regents authorizes the KCTCS President to set forth categories of separation and the policies and procedures related to each category identified below.

2.8.1 Non-Renewal of Appointment

Term contract employment shall end upon the expiration of the stated term as specified in the contract, without additional notice. For *initial tenure-track appointments on or after July 1, 2005*, notice deadlines for non-renewal of appointment, including subsequent appointments, shall be at least ninety (90) calendar days before the period of appointment ends. For *initial tenure-track appointments prior to July 1, 2005*, notice deadlines for non-renewal of subsequent appointments shall be as set forth in the initial appointment forms. Colleges shall comply with the minimum standards set forth in KCTCS administrative policies and procedures for the deadlines for providing written notice to inform faculty of non-renewal of appointment.

2.8.2 Termination

Employees may be terminated for violations of applicable laws, policies, procedures, and regulations governing KCTCS employees.

Employees with faculty tenured employment status, faculty tenure-track employment status, term contract employment status, continued employment status, continuing employment status, and "status" employment status, are ensured that any disciplinary action taken against an employee, including termination, shall be for just cause and the employee shall have due process rights. "Just cause" means there is proper and sufficient reason for disciplinary measures.

Except in cases of financial emergency, the termination of a regular faculty appointment shall, in accordance with KRS 164.360, be for reasons of incompetency, neglect of or refusal to perform duties, or for immoral conduct. For regular staff employees just cause includes, but is not limited to, unsatisfactory work performance relative to performance expectations, misconduct, or violations of any of the workplace rules, policies, or regulations contained in the *KCTCS Policy Manual* or any of the policies, procedures, or regulations applicable to the employee.

Employees with "at will" employment status may be terminated with or without cause.

The KCTCS President is authorized to promulgate administrative procedures to implement this policy. Appropriate procedures shall be followed to implement a faculty or staff termination as specified in *KCTCS Administrative Policies and Procedures* regarding termination. The employee's employment status determines the procedures by which a termination shall occur.

2.8.3 Resignation

Employees in all employment status categories shall provide the proper notice of resignation as specified in *KCTCS Administrative Policies and Procedures* in order to not adversely impact KCTCS operations.

2.8.4 Retirement

Eligible KCTCS employees in all employment status categories may retire in accordance with the applicable retirement plan's policies and procedures. Proper notice of retirement shall be given according to *KCTCS Administrative Policies and Procedures* and the applicable retirement plan.

4-30-99	3/11/05	4/30/99; 3/11/05
Date Approved by KCTCS Board of Regents	Date of Last Review	Date of Last Revision *(Include all dates in chronological order)*

(SIGNED)	3/11/05	(SIGNED)	3/11/05
Chair, Board of Regents	Date	President, KCTCS	Date