

D.10.2.1 (Procedure) Termination: Non-Contract Employees

Responsible Department: Human Resources

Based on Board Policy: [D.10.2](#) Separation from Employment

Approved: 4-28-09

Last Amended: 11-17-10

Termination

Except as otherwise provided in College District policies and procedures, and except with respect to "soft-money"-funded positions (addressed below), benefited full-time non-contract employees are subject to termination in accordance with the steps outlined in the progressive discipline procedure [D.9.1.1](#), or for a first offense of a violation including, but not limited to, the violations listed under *Step 4* of [D.9.1.1](#). Temporary and other non-contract, non-benefited employees are subject to termination in accordance with the *Procedures for Termination of Non-Benefited Employees* section of [D.9.1.1](#).

Termination of employment of individuals occupying positions funded with "soft-money" (grant, student activities or temporary, non-operationally-funded positions) are not subject to the progressive discipline procedure if termination is a result of changing program needs, funding re-prioritization or lack of funding in general.

Approval

Terminations must be approved by the Chancellor. A termination dossier including information relevant to the termination shall be reviewed by the Human Resources department, General Counsel, District Ethics and Compliance Officer, and the Chancellor prior to termination.

Appeal of Disciplinary Action

Except where otherwise provided in policy employees, subject to a disciplinary action, may appeal an adverse employment action pursuant to Policy [D.3.3](#) and related procedures.