

4.08 Contracts and Notices of Employment (Faculty, Administrative, Professional and Classified Employees) (Revised 11/28/23)

Salaries of all regular positions shall be subject to periodic review.

A. Faculty (Full-Time):

1. Contracts shall be issued each year for full-time faculty. This contract will state at minimum the individual's salary, educational attainment, and years of experience.

B. Administrative/Professional (Full-time and Regular Part-time):

1. Prior to the last 90 days of their current notice of employment, any administrative or professional employee that is under a formal performance plan or that the College does not intend to employ during the next fiscal year will receive a letter from the College President stating that their notice of employment may not, or will not, be renewed.
2. On or before July 1 of each fiscal year, or at the beginning of a federal grant year, all other administrative and professional employees will receive a Notice of Employment for the next fiscal year. This Notice of Employment will state remuneration applicable and eligibility for fringe benefits. Continued employment for grant-funded employees is dependent on continuation of grant funding. If remuneration for the next fiscal year has not been determined prior to the start of the fiscal year, the President will send out a communication to employees stating such on or before July 1. Notices of Employment will be sent once remuneration is known.
3. Administrative or professional employees who work before and/or after their stipulated Notice of Employment dates, may be paid on a per diem basis subject to such arrangement made between the administration and the employee.

C. Classified (Full-time and Regular Part-time):

1. Letters of Employment shall be issued each year for full-time and regular part-time classified employees. Such letters of employment shall state the salary and fringe benefits appropriate for the position. Continued employment for grant-funded employees is dependent on continuation of grant funding.

4.084 Suspension—All Employees (Reaffirmed 11/28/23)

An employee who violates any rule, regulation, or policy of the Board of Trustees, which may include but is not limited to incompetency, neglect of duty, immorality, conviction of a felony, insubordination, or failure to satisfy a directive by a supervisor in compliance with those rules, regulations, and policies, may be suspended with or without pay.

- A. The suspension may be initiated by the President, his or her designee, or by majority vote of the Board of Trustees. Before the conclusion of the next regular working day following the initiation of the suspension the employee shall receive written notification of the allegations, the name of the person or persons making the allegations, and the duration of the suspension.
- B. The suspended employee may appeal the suspension by initiating one of the grievance procedures listed on the staff portal, or Article V, of the current Agreement between the Board of Trustees and the Faculty Senate or Article VIII between the Board of Trustees and the Custodial/Maintenance Union, whichever applies.