



## **414 POLICY - Employee Termination, Suspension, and Demotion**

### **414.1 Statement of Policy**

The termination, suspension and demotion of Redlands Community College employees will be governed by the Employee Due Process Policy and the related procedure. Provided, if the President determines that continued employment of an individual may jeopardize the safety and well-being of that individual, or of College students, faculty or staff, or may result in damage to College property, facilities, or property rights, the President may immediately suspend that individual, with pay. Any such suspension shall be followed by a recommendation for adverse action, in accordance with the Employee Due Process policy and related procedure.

### **414.2 Definitions**

The following definitions are applicable to this policy and related procedure:

Demotion - The reassignment of an employee to a position which is at a lower level within the College organizational structure and which results in a decrease in salary, wages, or other compensation.

Employee - An individual who is employed by the College in a full-time or a part-time position. An individual who works for the College in a temporary or adjunct position(s) shall not be considered an employee under this policy.

Suspension - The removal of an employee from his or her regular work assignment or duties, either with or without pay.

Termination - The complete severance of the employer/employee relationship during the term of the employment contract, initiated by the College. Non-reemployment following expiration of an employment contract shall not be considered termination. Severance of the employer/employee relationship due to a reduction in force shall not be considered termination. For non-renewal procedures of tenured faculty, please refer to Policy 411 Faculty Tenure.

### **414.3 Probationary and Non-Probationary Employees**

A probationary employee may be terminated, suspended, or demoted at any time, with or without cause. A non-probationary employee may be terminated, suspended, or demoted at any time, for cause.



#### **414.4 Causes for Termination, Suspension and Demotion**

"Cause" shall include the following:

- A. Failure to satisfactorily fulfill the responsibilities and obligations of the position;
- B. Any conduct which materially and adversely affects the employee's value or usefulness to the College;
- C. Incompetence;
- D. Breach of professional ethics;
- E. Insubordination;
- F. Refusal to follow College policies or procedures, or to follow appropriate administrative directives;
- G. Conviction of a felony;
- H. Moral turpitude;
- I. Permanent or chronic physical or mental illness or impairment that renders the employee unable to perform the essential functions of the assigned position, even with reasonable accommodation;
- J. Conduct which adversely affects the relationship and rapport of the College with outside agencies, offices, organizations, institutions, constituents, or members of the general public;
- K. Any actions which demonstrate unfitness for the position of employment;
- L. Theft;
- M. Use of intoxicating beverages or illegal drugs on College property or during hours of College employment;
- N. Malicious damage to property of the College, its students, or staff;
- O. Falsification of College records or an employment application;
- P. Unauthorized, excessive absences or tardiness;
- Q. Any act which seriously threatens the safety and well-being of other College employees or students;
- R. Abandonment of position, which shall consist of unexcused absences from assigned duties for three (3) or more consecutive work days.

Adopted 1991  
Revised March 1995  
Revised February 2001  
Revised May 2020



## **414 PROCEDURE - Employee Termination, Suspension, and Demotion**

### **414.1:1 Statement of Procedure**

The procedure to be followed in the termination, suspension, and demotion of non-probationary employees will be the Due Process Procedure (No. 415) published in the Procedures section of the Policies and Procedures Manual. Immediate suspension with pay may be imposed by the President of the College under the conditions stated in the Employee Termination, Suspension, and Demotion Policy. Probationary employees may be terminated, suspended, and demoted at any time, with or without cause.

Adopted 1991  
Revised March 1995  
Revised February 2001