I. Institutional Regulations

A. Discharge may be imposed at any time during an employee’s employment agreement, continuing contract or employment with the College.

B. The discipline procedures described in HR 3235 shall be followed prior to the discharge of an employee.

II. Procedure

A. Employees With Continuing Contracts - If a recommendation for discharge is approved by Human Resources, Iowa Code, Chapter 279 termination procedures shall be followed, even if the employee having the continuing contract is not covered by Chapter 279.

B. Employees Without Continuing Contracts

1. If a recommendation for discharge is approved by Human Resources, the supervisor shall give the employee written notice of the discharge. The letter of discharge shall include the reason(s) for the discharge and the effective date.

2. After receiving a letter of discharge, an employee may request an opportunity to be heard by the President. An employee must make the request in writing and submit it to the Office of the President within 5 working days of receipt of the notice of discharge. The President may authorize a designee to hear the matter.

3. The meeting with the President or designee shall be held within 20 working days of receipt of the request unless the parties mutually agree to extend the date. A written response shall be issued to the employee within 5 working days of the meeting.

4. If an opportunity to be heard is not requested, or if the discharge is upheld by the President or designee following the opportunity to be heard, the supervisor shall initiate a Personnel Action Notice form (P-12) and submit it, along with a copy of the letter of discharge, for the following signatures, up through:

   a. Vice President or other direct report to the President

   b. Human Resources

APPROVED:  
Executive Director, Human Resources  
Date: October 1, 2002