EMPLOYEE DISMISSALS

POLICY

All employees who do not have a written employment contract with the college for a specific, fixed term of employment are employed at the will of the college for an indefinite period. Employees without such a written contract are subject to termination at any time, for any reason, with or without cause or notice. At the same time, such employees may terminate their employment with the college at any time and for any reason.

No college representative, other than the president, is authorized to modify this policy for any employee or applicant, or to enter into any agreement, oral or written, contrary to this policy. Supervisory and management personnel are not to make any representations to employees or applicants concerning the terms or conditions of employment with the college which are not consistent with college policies. No statements of any kind should be construed to alter the at-will nature of employment or imply that discharge will occur only for cause.

This policy may not be modified by any statements contained in this document or any other employee handbook, employment application, college recruiting material, memoranda, or other material provided to applicants and employees in connection with their employment. None of these documents, whether singly or combined, will create neither an expressed or implied contract of employment, for a definite period, nor an expressed or implied contract concerning any terms or conditions of employment. Similarly, college policies and practices with respect to any other matter shall not be considered as to create any contractual obligation on the college's part or as stating in any way that termination will occur only for "just cause." Statements of specific grounds for termination set forth in this or in any other college document are examples only, not all-inclusive lists, and are not intended to restrict the college's right to terminate at-will.

Completion of an introductory period or conferral of regular status does not change an employee's status as an employee-at-will or in any way restrict the college's right to terminate such an employee or change the terms or conditions of his/her employment.

PROCEDURES

It is the policy of Sherman College to terminate employment consequent to an employee's resignation, discharge, retirement, or expiration of an employment contract or as a result of a permanent reduction in the college work force. In the absence of a specific written agreement, employees are free to resign at any time and for any reason. The college reserves the right to terminate at any time and for any reason not prohibited by law.

Employees are requested to give written notice of their intent to resign. Failure to give written notice may result in the employee being ineligible for re-employment. The following guidelines are suggested:

Dept. heads and supervisory/management personnel	Four (4) weeks
All other employees	Two (2) weeks

Employees who are absent from work for three consecutive days without excuse or proper notice will be considered as having voluntarily resigned without notice.

Any employee may be suspended for disciplinary reasons by their department head, with or without pay for a period not to exceed 15 working days. A written statement setting forth the specific reasons for the suspension will be furnished to the employee. A copy will also be filed in the employee's personnel file.

The following list illustrates examples of offenses that constitute cause for disciplinary action. The disciplinary actions range from suspension to dismissal. This list in not inclusive and is not intended to restrict the college's right to terminate at-will.

- Conviction of a felony or serious misdemeanor
- Insubordination
- Excessive absences
- Absences without leave
- Excessive tardiness
- Inefficiency
- Abusing college property
- Willful false statements to supervisors or college officials
- Violating college policy
- Working under the influence of drugs and/or alcohol
- Falsifying information on application for employment
- Accepting improper gratuities and/or kickbacks
- Breach of Confidentiality

Upon termination, the employee must be processed through the Human Resources Department to return all college property (keys etc.). This must be completed prior to receiving the final paycheck.

THIS IS NOT A CONTRACT OF EMPLOYMENT, EMPLOYMENT REMAINS AT-WILL AND MAY BE TERMINATED BY EITHER PARTY AT ANY TIME, WITH OR WITHOUT NOTICE OR REASON.