



Policy Name:	Employee Dismissal					
Section Number:	3.02	Section Title:	Human Resources			
Policy Owner:	Director of Human Resources		Last updated:	February 2020	Reviewed:	March 2020
Status:	Active		Due for Review:	March 2025		

Reasons for termination of employees for cause include malfeasance; inefficiency; contumacious conduct; incompetence; insubordination; neglect of duty; immorality; jeopardizing the health and well-being of students; damaging the faculty/student relationship; and other just causes. Additionally, behaviors including, but not limited to, offensive jokes; insults; slurs; intimidation; ridicule or use of sexual language that are severe or pervasive enough that a reasonable person would find the workplace hostile may result in termination.

Employees who are terminated for cause will be notified two weeks in advance of the day of termination. The administration has the right to relieve any employee of further duties effective immediately with the right to continue the employee's remuneration for not less than two weeks or for a longer period if justified.

Employees so notified of a termination date have 15 days from the date of notification to request a hearing before the College Board. This request will be made in writing to the Office of the President of Jones County Junior College, who will arrange for the hearing and at the same time notify the employee in writing of the charges against them. The hearing will be held no sooner than thirty days from the day the employee is notified in writing of the charges against them. This notice will also include the day, time, and place of the hearing before the Board. The employee can, if they so choose, have an adviser or counsel of their own choice to aid in the defense against the charges for which they were terminated.

The institution will provide a person to take notes of the hearing. Reasons for termination without cause include discontinuance of programs, financial exigencies, natural disasters, loss of facilities and equipment, loss of students, or other possible causes beyond control of the institution. Personnel terminated without cause will be notified by the administration of the date their employment is to cease.

Employees in a "faculty" status who are being terminated for cause will not have their contract (annual or otherwise) renewed. This standard will be applied for all faculty whether on the board list or adjunct.

Employees in an "at will" status who are being terminated for cause will be subject to the above procedure.