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| **5.14**  | **Employment Contracts – Professional Staff *(Adopted 4-15-2014)*** Written employment contracts shall be executed with administrative/professional College employees annually. Employees who do not have a written employment contract are considered at-will employees.  |

 **Procedures: *(Adopted 4-15-2014)***

#### 5.14.1 Written Employment Contract

 Written employment contract terms are used to convey the important terms and conditions of an individual's employment. Terms and conditions will include, but may not be limited to:

A The beginning and ending date; and

1. The job title; and
2. The salary to be paid; and
3. Any special conditions, assignment or terms associated with the position.

####  5.14.2 Terms of Employment

 The employment contracts for full-time administrative/professional employees will generally be on an annual basis from July 1 through June 30.

####  5.14.3 Letter of Intent

 The College will issue a letter of intent for new administrative/professional staff being recommended to the Board for approval to hire.

####  5.14.4 Issuance of Contracts

The College will issue contracts to new administrative/professional staff within ten working days of Board hiring approval, and the new administrative/professional staff member will need to return a signed copy of the contract to the designated College official by the designated return date.

 The College will issue contracts to reappointed administrative/professional staff within ten working days of Board approval of the budget and annual staffing plan for the upcoming fiscal year. Reappointed administrative/professional staff members will need to return signed contracts to the designated College official by the designated return date.

 New and reappointed administrative/professional staff not returning a signed contract to the designated College official by the designated date will be considered to have declined the College’s offer of employment and/or voluntarily vacated the position. The individual will need to reapply for the position. The College funded medical and life insurance benefits will be terminated effective the end of the month of the contracted term.

 Any alterations made to the contract by the administrative/professional staff member will void the contract.

####  5.14.5 Grant Funded Contracts

 If employment is contingent upon continued receipt of grant funds, the employment contract will state this contingency. In the event the grant should terminate at any time for whatever reason, then this contract shall terminate and each party's rights and obligations shall be excused and discharged.

####  5.14.6 Administrative/Professional Employee Reappointment

Full-time reappointment will be made based on performance evaluations and the recommendation of the supervisor and the administrator to the President of the College and Director of Human Resources. Acceptance of contract renewal shall be made by the Board of Trustees upon the recommendation of the President of the College.

####  5.14.7 Administrative/Professional Employee Non-Reappointment

Unless otherwise stated, the contract automatically terminates at its end date. The decision for non-reappointment shall be based upon overall evaluation of the employee and/or the needs of the College

Areas of job performance concern should be discussed with the employee as soon as they are evident and as a part of the evaluation process. Corrections of the deficiencies shall be made in accordance with a plan developed by the employee, supervisor and Human Resources. If deficiencies continue, action shall be taken for non-reappointment. A recommendation for nonreappointment shall be made by the supervisor and the appropriate administrator to the President of the College and Human Resources Director.

The decision to not reappoint a full-time administrative/professional employee shall be made by the College President.

####  5.14.8 Termination of Contract

Termination will be made upon the recommendation of the supervisor, administrator, Director of Human Resources and the President of the College. Termination shall be made by the Board of Trustees upon the recommendation of the President of the College.

Contract termination shall be subject to:

1. Retirement of the employee;
2. Death of the employee;
3. Resignation of the employee;
4. Termination for cause by the Board of Trustees in accordance with due process procedures (BP5.2.4);
5. Revocation of appropriate/required certification or required licensures;
6. Conviction of a felony or behavior that is violent or harmful to others

####  5.14.9 Employment Contract Resignations

 Resignations effective at the end of the contracted term will be submitted to the supervisor, administrator, Director of Human Resources and College President, and do not require Board approval. Resignations with an effective date that occurs during the contract year will be submitted to the President of the College for action. It is expected that thirty working days’ notice be provided to the College. Acceptance of resignation shall be made by the Board of Trustees upon the recommendation of the President of the College with input from the administrator. The College funded medical and life insurance benefits will be terminated effective the end of the month of the contracted term or the end of the month in which employment is severed if within the contracted term.

 Release on less than thirty days’ notice may be granted due to extenuating circumstances but will require approval by the College President and Board.