

Policy IV-G-2: Policy on Termination or Demotion for Non-Contractual Employees

Policy on Termination or Demotion for Non-Contractual Employees

1. INTRODUCTION

This Policy establishes a uniform practice for termination or demotion of non-contractual employees.

2. DEFINITION

- A. Non-contractual employees are employed “**at will**,” an employment relationship in which either party can end the employment relationship at any time, for any reason, with or without cause.
- B. A “**demotion**” is a reduction in position, responsibilities and pay.

3. GENERAL POLICY

A. Discrimination Is Prohibited

Termination and demotion decisions shall be made without regard to the employee’s race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender identity, genetic information, marital status, or veteran status. Additionally, the College shall not discriminate or retaliate against employees who exercise rights guaranteed by the Constitution or rights conferred by statute, including, but not limited to, the Family Medical Leave Act, Uniformed Services Employment and Reemployment Rights Act, and the Texas Whistleblower Act.

B. Administrative Leave

While a termination or demotion recommendation is pending, or during the course of an on-going internal/external investigation, the Chancellor, or his/her designee, may suspend with pay or reassign the affected employee if it is determined that suspension or reassignment is in the best interest of the College or College Community.

C. A non-contractual employee does not have a property right to his or her job.

D. A non-contractual employee may be terminated or demoted with or without cause, except that if a reason exists, it is not an unlawful reason.

E. A non-contractual employee is not granted the opportunity for an appeal of a termination or demotion; however, the employee is able to request a secondary review of his or her job termination or demotion.

F. Only the Chancellor or his/her designee is authorized to approve a termination or demotion.

G. This policy does not apply to Reduction in Force (RIF) decisions. RIF decisions are subject to Policy IV-G-5:Policy on Reduction in Force.

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