

**THREE RIVERS COLLEGE
PERSONNEL POLICY**

Section: 4000 Personnel	
Sub Section: 4700 Separation	
Title: PP 4730 Suspension or Termination	Page 1 of 3
Associated Regulation: PR 4730 Suspension or Termination	
References:	
Supersedes: 7.3 Dismissal Professional Personnel for Adequate Cause	
Responsible Administrator: Director of Human Resources	
Initial Approval: 09-22-2010	Last Revision: 09-18-2019

At Will Employment

Three Rivers College offers employment at will. Employees who do not have a separate, individual employment contract with the College for a specific, fixed term of employment are employed at the discretion of the College for an indefinite period. These employees may resign from the College at any time, for any reason, or may be terminated at any time, with or without cause. Nothing contained in the handbook or in any other statement of College policies or regulations, including statements made in the course of performance evaluation(s), should be taken as constituting an expressed or implied promise of employment.

No one other than the College President, as the Board of Trustees' designee, has the authority to enter into any agreement, oral or written, with an individual for employment.

Suspension or Termination

The following exemplify grounds for which an employee may be suspended or terminated. This list includes but is not limited to the following:

1. Physical or mental condition which incapacitates the employee from instruction or association with students and which cannot be reasonably accommodated without undue hardship upon the college or which creates an undesirable environment for student learning.
2. Conduct by which an employee takes improper advantage of his/her position.
3. Insubordination.
4. Violation of, or failure to obey, the published policies, regulations and procedures of the college and/or state and federal laws applicable to the college, its employees and/or students.
5. Excessive or unreasonable absence from performance of duties.
6. Conviction of a felony or a crime.
7. Acts of malfeasance or misfeasance.
8. Sexual or other harassment
9. Discrimination
10. Incompetence or dishonesty in performance of duties and responsibilities.
11. Failure to perform the duties and responsibilities for which the individual was hired

**THREE RIVERS COLLEGE
PERSONNEL POLICY**

Section: 4000 Personnel	
Sub Section: 4700 Separation	
Title: PP 4730 Suspension or Termination	Page 2 of 3
Associated Regulation: PR 4730 Suspension or Termination	
References:	
Supersedes: 7.3 Dismissal Professional Personnel for Adequate Cause	
Responsible Administrator: Director of Human Resources	
Initial Approval: 09-22-2010	Last Revision: 09-18-2019

or to carry out specific assignments when policies or assignments are reasonable and nondiscriminatory.

12. Improper use of drugs or intoxicants.
13. Capricious disregard of accepted college ethics or standards of professional conduct.
14. Falsification of information on any college or college related document.
15. Failure to maintain the level of professional excellence and ability demonstrated in the department or division of the college.

Suspension and Separation Procedure

See PR 4730 for specific procedures.

**THREE RIVERS COLLEGE
PERSONNEL POLICY**

Section: 4000 Personnel	
Sub Section: 4700 Separation	
Title: PP 4730 Suspension or Termination	Page 3 of 3
Associated Regulation: PR 4730 Suspension or Termination	
References:	
Supersedes: 7.3 Dismissal Professional Personnel for Adequate Cause	
Responsible Administrator: Director of Human Resources	
Initial Approval: 09-22-2010	Last Revision: 09-18-2019

DOCUMENT HISTORY:

- 09-22-2010:** Initial approval of policy PP 4730 Suspension or Termination.
- 10-10-2012:** Following alterations:
1. Item two – delete phrase “to the detriment of a student or another employee.
 2. Item 6 – delete phrase – “involving moral turpitude”
 3. Item 12 – delete phrase – “which substantially impairs the individual’s fulfillment of departmental and institutional duties and responsibilities.
 4. Changed reference to PR4730 from “An employee who has been disciplined, suspended or terminated may appeal the decision as outlined in PR 4730.” To see PR 4730 for specific procedures.
 5. At-Will Employment was added to correspond with the associated regulation.
 6. The following phrase was removed on advice of counsel “Suspension or termination of any employee shall be for cause and in accordance with existing college policy and regulation”.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 09-18-2019:** Removal of “at will” employment status list.