



Part-Time Non-Instructional Employee Termination

Name:

Date:

Position:

Hire Date:

Reports to:

Separation Date:

Requestor:

Campus/District Division:

Part Time Employees are temporary employees, therefore, their employment is legally referred to as “at will”, which means the employee can be terminated at any time for any funding or legal cause (refer to Policy II-2, A, II, 4 for details).

I. Reason for Termination (check all that apply)

Reduction in force

Fail to Call/Fail to Appear

Grant ended

Insubordination

Acts that disrupt/interfere w/ College business

Repeated tardiness/absenteeism

Disrespectful conduct toward employees/students

Other - explain below

II. Please provide any additional information, if any, relevant to the employment action taken (e.g. attach copy of warnings, reports, etc.):

Completed forms must be submitted to the Office of Employee Relations prior to meeting with the affected employee.