

# CAROLINAS COLLEGE OF HEALTH SCIENCES POLICY AND PROCEDURE

## Section IV - Personnel

**SUBJECT:** TERMINATION, INVOLUNTARY

**REVIEWER(S):** Dean of *Administrative and Financial Services\**  
Dean of Student *Affairs* and Enrollment Management  
Provost

### **RELATED POLICIES TO CONSULT:**

CHS Policy: [HR 5.15 Team Member Counseling](#)  
[HR 5.20 End of Employment](#)  
CCHS Policy: [Academic Freedom \(Sec. II\)](#)

### **I. POLICY**

The College will address *performance issues* with *low performing teammates*, or in instances when an aspect of performance needs improvement. Coaching and follow up will be used to assure awareness of the issues before disciplinary measures are employed, unless the performance is grievous. The college will follow an orderly process in discharging an individual, will utilize human resources professionals as necessary to assure fair and equitable treatment, and will insure due process is provided.

### **II. PROCEDURE**

- A. Primary responsibility for enforcing policies pertaining to dismissal lies with the managers and president's council members. Because Carolinas College of Health Sciences (CCHS) contracts with Carolinas Healthcare System (CHS) for provision of human resources policies and procedures, the College will default to the relevant CHS policies in areas not addressed below.
- B. When enrollment *needs* or schedule conflicts do not support continuation of a faculty member's employment, the faculty member will be notified, generally at least one month in advance. This is considered a termination but does not follow disciplinary or hostile termination guidelines.
- C. As a general rule, the disciplinary process utilized by the members of the leadership team shall consist of the following steps (*consistent with CHS policy*):
  1. *Coaching and education.*
  2. *Verbal counseling.*
  3. *Written counseling.*
  4. *Final counseling.*
  5. *End of employment relationship.*
- D. In all cases of formal disciplinary action, the *teammate* is entitled to and will be advised of the formal due process and appeal procedures.
- E. The *five-step* process allows *teammates* adequate notice of unacceptable performance and allows time for self-correction and improvement; however, certain types of serious conduct may warrant omission of one or more steps or immediate termination. The following are some examples of conduct that would warrant immediate termination:
  1. Theft, destruction or defacing of college property or equipment.
  2. Possession of a weapon or engaging in drug or alcohol abuse, sale, possession or use on the premises.
  3. Use of threatening, abusive or profane language.
  4. Insubordination or willful refusal to carry out instructions or job assignment.

5. Falsification of records or reports.
  6. Sexual harassment, immoral, or disorderly conduct, including physical violence.
  7. Release of confidential information.
  8. Failure to comply with CHS' System of Integrity provisions.
- F. In no case will the legitimate exercise of academic freedom, as identified in the academic freedom policy, be considered as grounds for termination.
- G. Hostile termination is a specific subset of non-voluntary termination, and refers to a particularly contentious situation in which retaliation, damage to resources, or disruption to the workplace is anticipated. Except in cases of hostile termination, *teammates* who are terminated will have an exit interview with the college president. The president or designee to contact the *teammate* to schedule an exit interview before the final day of work.
- H. In a hostile termination, CHS Security will be notified for on-site security and escorting from the premises. CHS and CCHS IT professionals will be consulted to provide adequate safeguards for college data, technology resources, and intellectual property.
- I. *Teammates* who are terminated will receive their final pay on the regularly scheduled pay date, via automatic deposit. The *teammate's* keys and ID badge must be turned in to the college administrative assistant or to the immediate supervisor. Other items belonging to the college such as textbooks, manuals, graduation regalia, pagers, software technology resources, etc., *will* be returned prior to receipt of final pay.
- J. The Termination, Involuntary policy will be reviewed bi-annually.

### III. APPROVAL

Name: \_\_\_\_\_ Title: President Date: \_\_\_\_\_