

# DAVIDSON COUNTY COMMUNITY COLLEGE

## Human Resources

### CONTRACT NON-RENEWALS AND RESIGNATIONS

#### POLICY 3.3.5

#### **I. DEFINITIONS**

1. *Non-renewal* means the decision not to offer a new contract at the end of the current contract period.
2. *Impermissible Grounds* means the use of the employee's race, religion, color, national origin, sex, gender, age, disability, genetic information, political affiliation, pregnancy or status as a covered veteran in accordance with all applicable federal, state and local laws; or if the decision is otherwise a violation of state or federal law.

#### **II. NON-RENEWAL PROCESS**

Upon recommendation of the appropriate Vice-President, the President may choose to non-renew an employee's contract. The College may non-renew the employee's contract for any reason that is not based on Impermissible Grounds. At least ten (10) business days prior to the end of the contract period, the President or designee will notify the employee, via hand-delivery, certified mail and/or campus email, of the College's intent not to offer the employee a new employment contract. . The failure of the College to provide notice of non-renewal prior to the expiration of any contract does not entitle the employee to a new contract.

Within five (5) days of receiving the notice of non-renewal, the employee may request a meeting with the President to discuss and review the non-renewal decision. During the meeting, the employee may present any relevant information to the President regarding the employee's work performance and history with the College. Within ten (10) days of the meeting, the President will make a final decision on whether to non-renew the employee's contract and shall provide the employee written notice of the decision. If the employee does not request a meeting within the time provided, the President shall make a final decision and notify the employee in writing. The President's decision to non-renew an employee is final.

If an employee continues working beyond the term of any contract and the College and employee have not entered into a new or extended contract, the employee shall become an at-will employee and the College or employee may terminate the employment relationship at any time subject to any state or federal laws.

### **III. RESIGNATIONS**

Any employee who does not wish to be nominated for re-employment should notify the employee's immediate supervisor in writing at least thirty (30) calendar days prior to the expiration of the current contract. Human Resource Services shall ensure all full-time employees participate in an exit interview process to ensure completion of required benefit and separation documentation.

In cases where, in lieu of disciplinary action and dismissal, the employee tries to unilaterally resign, the President may not accept the resignation and continue with the disciplinary and dismissal process.

Adopted: November, 2019