



## Ohio Administrative Code

### Rule 3357:12-3-08 Employment, termination and salary of employees.

Effective: [March 18, 2015](#)

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The president is granted the right and authority to direct employees of the college: to hire, promote, transfer, assign, and retain employees as well as to suspend, demote, terminate, and take other disciplinary action; to reduce employees for any reason including lack of work or other legitimate reasons to maintain the efficiency of the college operation entrusted to him or her; to determine the methods, means and personnel by which such operations are to be conducted; to take whatever actions may be necessary to carry out the mission of the college in situations of emergency; to determine the salary to be awarded to each employee based upon the salary schedule or salary structure approved by the board of trustees and in keeping with the criteria and procedures for promotion as approved by the board of trustees.

The college will give employees notice in writing of the rescinding of an appointment. The college will endeavor to inform the employee sixty days prior to the date of rescindment. However, there may be times when circumstances do not permit that length of time. In general, causes for discipline or termination relate to failure to meet acceptable standards of conduct or performance. Causes relating to termination include but are not limited to the following actions.

(A) Professional incompetence or failure to maintain an acceptable quality of job performance.

(B) Insubordination or refusal to perform duties properly assigned as part of the employees obligations to the college.

(C) Willful violations of stated rules and policies of the college or willful damage to college property.

(D) An act involving moral turpitude, punishable by a criminal statute of the state of Ohio. This includes serious misconduct of a moral, social, or physical nature unbecoming of a professional.

(E) Others



It is impossible to detail all potential reasons for termination. Among them are unheeded reprimands, gross neglect of work or duty, unsatisfactory completion of probationary period, or acts that jeopardize the safety of others.

When all criteria for employment have been met, the president has the authority to employ personnel within budgetary limits as established by the board of trustees. The president and the secretary of the board of trustees are authorized to issue and sign appointment letters on behalf of the board of trustees.