



## Ohio Administrative Code Rule 3358:5-3-07 Separation from employment.

Effective: [March 27, 2015](#)

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(A) Separation from employment at the college may be caused by retirement, resignation, contract non-renewal, or involuntary termination. Each type of separation carries certain obligations for both the employee and the college.

(1) Retirement is customarily well planned and the employee should inform the supervisor as far in advance as possible of the effective date. Wherever possible, the college shall respect the wishes of the employee and shall work out a phase-out program that benefits both the employee and the on-going needs of the college. The college does not have a mandatory retirement age.

(2) Resignation may occur at any time for all employees except instructional faculty. The college respects the effective date of the resignation in exchange for the consideration a resigning employee has for the impact of the resignation to the on-going activities of the college.

Appointment to an instructional faculty position at the college is by contract. As such, there is a professional/legal obligation on the part of the instructional faculty member and the college to abide by the terms of the contract. Instructional faculty members have a professional/legal responsibility to provide reasonable notice (in a timely fashion) when they request to be released from a mutually agreed upon contract.

(3) The college reserves the right to decline the renewal of instructional faculty contracts without providing for cause.

(4) Involuntary terminations could occur in the event of retrenchment, the unsatisfactory performance of an employee, or at any time for any or no cause (at-will employer).

(5) In instances where evaluative procedures indicate lack of satisfactory performance in teaching, professional growth, and service to the college and/or the non-renewal of an instructional faculty members contract, a recommendation for termination of employment of an instructional faculty



member shall be made to the board of trustees by the president.

(B) Administrative guidelines and procedures to implement the policy for separation from employment shall be at the discretion and approval of the president.