



Western Nebraska
Community College

WCCA Board of Governors' Policy

Title:	Involuntary Separation of Employees
Division:	Human Resources
Category:	Personnel
Reference:	Nebraska Revised Statutes §85-1528 and §85-1534 Board Policy 116 (Delegation of Authority to the College President) Current Negotiated Agreement of the Nebraska Western College Education Association and the Western Community College Area Board of Governors
Number:	BP-431
Date of Approval:	May 15, 2024
Approval:	Karen S. Anderson, Chair, WCCA Board of Governors

Purpose

This policy establishes the authority of the College to terminate the employment of employees.

Scope

This policy applies to all employees of Western Nebraska Community College, except for the President, where the process for termination is established in Board Policy 845.0200.01 (Annual Review of College President's Performance).

Definitions

Faculty (Full-time): All full-time teaching personnel and other professional personnel employed by the College whose assignments are comprised of at least one-half of duties as a faculty member. This includes the following positions: Instructor, Clinical Instructor, Librarian, Coordinator of AV Services, Counselor, and Division Chairs, per the Negotiated Agreement.

Faculty members shall be assigned status according to one of the following:

- **Probationary:** New faculty who serve a probationary period from the date of employment until the completion of employment under two (2) years.
- **Continuing Contract:** Faculty who have successfully completed two (2) consecutive full-year, regular contracts with WNCC and have formally transitioned from probationary to continuing contract status.

Involuntary separation – An involuntary separation is one that is initiated by the College and results in the termination of employment.

Reduction-in-Force (RIF) – An action taken by the College to reduce the number of current employees in a department or at the College overall. The decision not to fill a vacant position or positions does not constitute a reduction-in-force.

Staff: All employees – administrative, professional, support, or training staff – not providing credit-bearing instruction nor covered in the Negotiated Agreement.

Policy

In fulfilling its educational mission, WNCC attempts to make optimal use of its human resources. There are times when in the management of these resources it is necessary for the College to initiate the involuntary separation of an employee and terminate an employee's assignment as the result of a reduction-in-force, poor performance, misconduct, or for other reasons, including the safety and security of students and/or other employees. Regardless of the reason, the College is committed to fair and equitable processes that support the transition and the rights of employees.

The Board of Governors delegates to the President the authority to manage the human resources of the College and approve personnel actions for all employee matters.

Procedures

The College President shall promulgate such procedures as may be necessary for the implementation of this policy.

The process for the involuntary separation of a faculty member from the College will be outlined in AP-431.01 and pursuant to the provisions of Nebraska State Statute.

The process for the involuntary separation of all other staff from the College will be outlined in AP-431.02.

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline, or handbook on this subject matter.

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this Board Policy, the Board retains the right to revise accordingly and for the changes to take effect immediately.

Original Adoption Date (and Board of Governor's Minutes Item Number): May 15, 2024,
Item K, 1(b)

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update: Human Resources

Sponsoring Division/Department: Human Resources

Repeal Date:

Cross Reference:

Procedure(s) for Policy:

AP 431.01 (Continuation and Amendment of Employment or Involuntary Separation of Faculty)

AP 431.02 (Involuntary Separation of Staff)

Related Policies/References: