

**WESTERN NEBRASKA COMMUNITY COLLEGE  
POLICIES AND PROCEDURES**

SECTION: Human Resources                   400.0000.14  
SUBSECTION: Administrative/Professional Staff   450.0000.14

*Early Release from Employment Contract*  
**Policy Number: 450.0250.92**

**POLICY**

Any administrative/professional staff member seeking to be released from his/her contract shall immediately advise the President, in writing, of the reason or reasons when and why he/she wishes to be released from his/her contract. The President shall review the request and determine the impact on the institution and the impact on the interruption of the educational process by allowing the administrative/professional staff member to be released during his/her administrative/professional contract and shall advise the Board as to his recommendation. The Board shall make the final determination as to whether said administrative/professional staff member shall be released from his/her administrative/professional contract. The Board reserves the right to seek damages against any administrative/professional staff member as a result of breach of contract.

**DEFINITIONS**

N/A

**APPLICABILITY**

N/A

**Adoption Date:** 1992

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

**Prior Policy/Procedure Number:**

**Schedule for Review:**

**Divisions/Department Responsible for Review and Update:**

**Sponsoring Division/Department:**

**Rescinded Date:**

**Cross Reference:**

**Procedure(s) for Policy:**

**Related Policies/References:**