

POLICY TITLE: JUST CAUSE POLICY

I. Purpose

The purpose of this policy is to reduce employment liability, enhance ability to recruit and retain employees, and improve employee morale.

II. Scope

This policy applies only to regular employees who are not covered by any collective bargaining agreement. The policy does not apply to probationary, temporary, casual, part-time, seasonal employees, or to employees funded by external grants whose employment is terminated because of the expiration or discontinuance of the grant. The policy does not apply to individuals whose relationship with the College is characterized by "independent contractor" status. The policy does not apply to the non-renewal of term contract employees unless specifically provided for in the provisions of the term contract. The extent to which any employee covered by a collective bargaining agreement is protected by a "just cause" provision is governed by the terms of the applicable collective bargaining agreement.

All employees covered under this policy shall be evaluated annually in writing by their supervisor. Evaluations shall be done under a standard evaluation format reviewed by the Personnel & Compensation Committee of the Board and approved by the Board.

No employment agreement may be entered in to by an official of the college which grants "just cause" status to any employee who would otherwise be excluded under this policy.

III. General

"Just cause" employment is typified by a provision that states: an employee shall not be disciplined or discharged without just cause, except in case of reorganization, down-sizing, elimination of sections, or courses, for which employee was hired, or as part of cost reduction efforts. No employee is guaranteed a position by virtue of this policy.

Regular employees not excluded by Section II above are considered "just cause" employees unless the terms of their individual contract or hire exclude "just cause" status. Such employees who have individual term contracts which do not specify the period of notice for non-

renewal will be given notice of non-renewal.

IV. Responsibility

The College's Executive Director of Human Resources and each Dean, Vice- President and the President are responsible for the oversight of this policy.

Adopted: May 15, 2006