



**SOUTHWESTERN ILLINOIS COLLEGE
DISTRICT 522**

BOARD POLICY

TITLE:	Termination of Employment
CODE:	3021
DATE ADOPTED:	July 1991
DATE REVIEWED:	9/10; 9/23
DATE AMENDED:	10/10

Southwestern Illinois College expects all faculty and staff to fulfill their contractual obligations. For full-time and part-time faculty this means that the college expects the faculty member to continue to perform her/his assigned duties for the balance of the academic term. Full-time faculty who are retiring or resigning should normally do so at the end of the academic year in May. If it is necessary to retire or resign at some other time, it is expected that this will be done at the conclusion of an academic term.

For full-time college staff members, a minimum of two weeks notice is required for termination of employment, with four weeks notice preferred. For part-time college staff members a two week notice should be submitted.

The Board expects all employees who are discontinuing their employment with the college, whether permanently or temporarily, to complete an established process of discontinuance. The employees shall be informed of their rights and benefits at discontinuance of employment.