

GCCC Policy Add Template

Category: Personnel

Division: HUMAN RESOURCES

Department: [Click here to enter text.](#)

Policy Title: SUSPENSION, DEMOTION AND TERMINATION

Policy Statement: Employment for all non-faculty employees is at will, and such employees may be terminated, demoted or suspended without cause and without any reason being given for such action.

The college will consider an employee to have voluntarily terminated employment if he/she:

1. submit a letter of resignation from GCCC;
2. fails to return, or are unable to return with a reasonable accommodation from an approved leave of absence on the dates specified; or
3. fails to report to work or call in for one or more consecutive workdays.
4. fails to call in or report to work for a 24 hour period.

Procedures: [Click here to enter text.](#)

Contacts: Director of Human Resources

Approved Date: 8/1/2013

Policy History: [Click here to enter text.](#)

Keywords: SUSPENSION, DEMOTION, TERMINATION

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