

REAPPOINTMENT

POLICY

The intent to reappoint personnel for the following year is generally made in the spring during the evaluation process, upon recommendation of the appropriate Vice President with approval from the President. In the event that sufficient funds are not available, employees whose contracts will not be renewed will be notified as soon as reasonably possible. Brunswick Community College assumes no obligation to continue employment beyond the expiration date of any contract.

PROCEDURES

Employee Changes

Any change in an employee's status or title must be reported promptly to Human Resources as well as each year during the evaluation process. Managers/Deans/Department Chairs are responsible for reporting changes. The President reserves the right to make changes in an employee's job status through reorganization or reassignment. All other promotions or transfers of employees will be considered by the President upon request by the employee or appropriate supervisory personnel.

Employees are responsible for notifying the Human Resources or the Business Office, as appropriate, any time personal information changes which would affect their retirement, insurance, beneficiaries or dependents, or other important matters. Changes, including address and telephone, should be reported as soon as they occur to avoid any problems in mailing official communications and correcting any crediting and coverage for insurance, retirement, and similar purposes. Phone numbers are particularly important in case of an emergency.

Voluntary Termination

An employee who desires to terminate employment must notify his/her supervisor and submit a written statement to the President with a copy to the Director, Human Resources no less than 14 days prior to the last day of work. Curriculum instructional personnel are strongly encouraged to terminate only at the end of an academic term. Under extenuating circumstances, the President may waive either of these requirements. Employees terminating employment must contact Human Resources to schedule an exit interview. An employee exit interview must be completed for each employee leaving College employment.

Exit Interview

An employee who has resigned must report on or before his/her last day of work to the Human Resources office for an exit interview. The interview will be conducted by the Director of Human Resources using the exit interview form. The employee's supervisor is responsible for ensuring that the employee has completed the exit process.

Approved by the Brunswick Community College Board of Trustees
October 19, 2017