



**BLESSING-RIEMAN**  
*College of Nursing  
& Health Sciences*

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Owner Reta Richmond:  
EXECUTIVE  
ASSISTANT-  
BRCN  
Area Employee  
Development  
Committee  
References Husch-  
Blackwell

## Employee Separation

### PURPOSE

To define the reasons and outline the processes for separation of employees from the College.

### POLICY

The College and employees cooperate to complete the separation process professionally and in good faith.

### PROCEDURE

Separation occurs when the Employee Agreement between the College and an employee is severed.

The intentions of following processes include:

- Protection of the interests of both the employee and the College.
- Prevention of unlawful dismissal of the employee.
- Provision of a smooth transition during time of separation for both the employee and the College.

### Reasons for Separation

Potential reasons for separation may include but are not limited to:

- Retirement/Resignation
- Non-Reappointment of employees with an Employee Agreement

- Dismissal for cause
- Termination
- Financial exigency

## **Retirement/Resignation**

Retirement/Resignation are defined as a voluntary separation from the College at an agreed upon time.

The retirement/resignation process is as follows:

- Employees are expected to provide the earliest possible notice of intent to resign and notify their direct supervisor in writing as soon as it is known.
- The direct supervisor arranges an appointment with the employee to discuss retirement/resignation.
- The employee contacts the Benefits Coordinator in the Blessing Hospital Human Resources department about specific procedures to collect applicable benefits.

## **Non-Reappointment**

Non-reappointment is defined as not renewing an employee agreement at the conclusion of an agreement.

### **Reasons for Non-Reappointment**

The College may in it's discretion, elect not to reappoint an employee for any reason. Common examples of reasons include:

- Changes in programs
  - Structure (degree delivery)
  - Course delivery methods
  - Elimination
- Declining enrollment

These factors may play a part in maintaining the viability of the academic program and meeting standards set by the regulating bodies. In the case of changes in the academic program or declining enrollment:

- Employees participate in making the changes in the academic program through the College Senate.
- The direct supervisor follows the non-reappointment procedure.
- The employee is guaranteed due process through the grievance procedure.

### **Non-Reappointment Procedure**

- Non-renewal of an Employee Agreement is made upon recommendation by the direct supervisor to the President/CEO, after consultation with Administration, Legal Counsel, and other applicable parties as necessary.

- The direct supervisor notifies the employee of non-reappointment in writing within three (3) months of the end of the Employee Agreement.

## **Dismissal for Cause**

Dismissal for Cause may occur via non-reappointment or termination by the College.

### **Reasons for Dismissal**

Examples of reasons for dismissal include, but are not limited to the following:

- Failure to follow the College Code of Conduct policy
- Professional incompetence
- Falsifying academic or experiential credentials
- Neglect of duty
- Deliberate and serious violation of the rights and freedom of students, faculty, staff, or administration
- Misrepresentation in scholarship
- Improper use of student work
- Violation of nondiscrimination laws
- Insubordination
- Improper conduct toward students
- Failure to follow the professional ethics of nursing and healthcare sciences and the teaching profession
- Conviction of a crime
- HIPAA/FERPA violations
- Failure to follow ICARE standards
- Violation of any College policy.

### **Procedure of Dismissal**

Non-reappointment or termination via Dismissal for Cause is initiated by the following process:

- The direct supervisor gathers evidence for potential dismissal
- Legal Counsel may be utilized
- The President/CEO confers with legal counsel regarding potential dismissal.
  - Any such decision may not be discriminatory or otherwise in violation of law.
- The President/CEO informs the College Board Chair of pending dismissal action.
- The College Board chair may call a special College Executive Committee meeting to hear the recommendation for dismissal.
- The College Executive Committee notifies the President/CEO of the meeting date.

- The Executive Committee has the opportunity to clarify any questions they may have related to the situation leading to dismissal.
- A meeting is scheduled with the following individuals:
  - employee
  - President/CEO
  - direct supervisor
  - legal counsel
  - Employee Development Committee faculty chair
  - Blessing Health System Human Resources representative

\*Written notice of dismissal and a separation agreement is provided to the employee at this meeting.

## Termination

Termination is defined as the College or employee ending the Employee Agreement before the end of the current agreement term, other than due to Resignation/Retirement, Non-Renewal, or Dismissal for Cause.

### Reasons for Termination

Termination may be made by the employee or the College due to the inability to fulfill the Employee Agreement.

Any employee in the probationary year who terminates an Employee Agreement prior to fulfillment of one-half the agreement term must reimburse the College for all or part of any relocation assistance expenses or education assistance provided.

### Financial Exigency

Non-reappointment or termination due to "financial exigency" refers to an imminent financial crisis as determined by the College, whereby the integrity of the institution is threatened, requiring the termination or non-reappointment of certain employee.

A state of financial exigency requires that the institution must reorder its monetary expenditures in such a way as to remedy and relieve the financial difficulties within the institution created by its inability to prevent sustained loss of funds.

The ultimate goal is to maintain a viable academic program.

In the case of financial exigency:

- The College Board officially declares a state of financial exigency exists.
- The employee is represented by their direct supervisor and the chair of the Employee Development Committee in the administrative processes related to the reorganization or curtailment of programs.
- The President/CEO identifies the termination or non-appointments necessitated by the state of

financial exigency.

- The employee is notified in writing by their direct supervisor of the pending termination or non-appointment.
- The employee is guaranteed due process through the employee grievance procedure for any method of separation.

## Approval Signatures

Step Description	Approver	Date
Approval of College Senate	Reta Richmond: EXECUTIVE ASSISTANT-BRCN	11/2023
Approval of Employee Development Committee	Erin Mchargue: FINANCIAL AID COORDINATOR	11/2023
Approval of Employee Development Committee	Lila Warning: ASSISTANT PROFESSOR	11/2023