

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

---

NON-DISCIPLINARY SEPARATION  
FROM EMPLOYMENT

Effective April 15, 1999

Policy No. 3-30

Page 1 of 1

- (A) Employees may resign their employment with the college.
- (B) Employees may separate their employment with the college by retirement.
- (C) Employees are ordinarily separated from employment with the college at the expiration of a contract, grant, or temporary assignment.
- (D) Employees may be separated from employment with the college due to a reduction in workforce.
- (E) Full- and part-time employees who separate their employment with the college are required to process a separation approvals form in accordance with Procedure No. 3-30 (E).
- (F) Final paychecks will be processed in accordance with Procedure No. 3-30 (F).
- (G) The Board of Trustees will be notified of all employee separations of employment.