

POLICY

The following policy will apply to all nonacademic employees who are employed without a written employment contract:

An employee who has been employed for at least one year and whose employment is terminated by the College will be paid termination pay in an amount equal to two (2) week's salary.

An employee who has been employed beyond a three-month probationary period and whose employment is terminated by the College prior to completing one full year will be paid an amount equal to one (1) week's salary.

No termination pay will be paid to any person:

- (a) whose employment is terminated during the first three months of employment.
- (b) who voluntarily resigns a position.
- (c) whose termination results from the discontinuation of an outside source of funding.
- (d) who is dismissed for cause.

Instances where the specifics of this policy are at variance with the terms and conditions of a collective bargaining agreement, the terms and conditions of such relevant agreement shall take precedence.