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E-4d      PROCEDURE Lay-off

The President may separate a non-faculty employee without prejudice because of lack of funds or curtailment of work, after giving written notice of at least ten (10) working days to such employee. Whenever a lay-off becomes necessary, lay-off shall be in reverse order of total service with the College when the qualifications of the employees to perform the available work are substantially equal.

In the event of a potential lay-off of a group of employees is considered necessary the Board will be consulted in the development of a plan for such reduction.

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Adopted Date: 07/15/1997; Revised 2/21/2012