



Ohio Administrative Code

Rule 3358:5-3-07 Separation from Employment Policy.

Effective: July 13, 2026

The purpose of this policy is to outline the general principles and conditions under which an employee's relationship with the college ends.

- (A) At-will employment: Employment with the college is voluntary and subject to separation by the employee or the college for lawful reasons at any time, with or without cause, and with or without notice. Nothing in this policy, or other policies, shall be construed to modify in any way the employment-at-will status of college employees.
- (B) Voluntary separation: Voluntary separation from employment can occur when an employee decides, for whatever reason(s), to leave employment with the college and indicates this intent, verbally, or in writing, to the college. Employees are asked to formalize this request, in writing, providing at least two weeks' notice.

Staff employees who are director level and above, are asked to provide the college with thirty days' written notice of their intent to resign.

Instructional faculty members paid by contract have a professional/legal responsibility to provide reasonable notice (in a timely fashion) when they request to be released from a mutually agreed upon contract.

- (C) Involuntary separation: Involuntary separation from employment typically occurs when the college makes the decision to end the employment relationship with an employee. This can occur for a number of reasons, including for job performance, misconduct, reorganization, and/or business reasons. The college reserves the right to decline the renewal of instructional faculty contracts without providing for cause. All terminations must be approved by the president.
- (D) This policy will be administered as set forth in the separation from employment procedures.
- (E) Human resources is assigned the responsibility of developing, implementing, and maintaining the associated separation from employment procedures.