

CONTRACT AND AT-WILL EMPLOYMENT
AT-WILL EMPLOYMENT

DDC
(LOCAL)

HIRING

The College President or designated representative shall be responsible for hiring at-will employees with appropriate skills and qualifications to fill positions with the College District, in accordance with the applicable job description and established hiring procedures. An individual offered a full-time support staff position may begin employment upon approval by the College President, but continued employment is contingent upon approval by the Board at the next regular monthly Board meeting following the employee's initial start date.

Dismissal of at-will employees shall be in accordance with this policy.

ADMINISTRATIVE
LEAVE

The College President may place any employee on administrative leave at his or her discretion as follows:

1. Pending the investigation of a complaint for allegation of wrongdoing against the employee; or
2. When the College President determines such placement to be in the best interest of the College District and/or the employees.

DISMISSAL

At-will employees may be dismissed at any time.

APPEAL

Non-probationary employees who are dismissed may request review of that decision through DGBA(LOCAL).

RESIGNATION

The College President or designee shall be authorized to accept the resignation of an at-will employee at any time. Once submitted and accepted, the resignation of an at-will employee may not be withdrawn without the consent of the College President or designee.

RE-EMPLOYMENT

An at-will employee who is rehired shall not be awarded leave time accumulated during the previous period of employment or pay increments that would have been earned during continuous employment. A supervisor may request a bridging of service if the rehired employee returned within six months. [See DMAC(LOCAL) for faculty reemployment.]