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Involuntary Separations

Involuntary separations are those initiated by the College. There are several types of involuntary separations:

Release During Introductory Period

The introductory period is designed to provide the College with the opportunity to determine if the employee can do the job and will be a "good match" with the College. An employee may be separated at any time without notice during the introductory period. An introductory employee may not file a grievance pertaining to dismissal.

Discharge

Discharge can occur due to (a) substandard job performance or (b) violation of College policies (misconduct). An employee who has been discharged, and who feels the discharge was not justified, may follow the grievance procedure described elsewhere in this handbook.

***Layoff**

While it is a goal of Ringling College to provide steady employment, it may become necessary to adjust or reduce the workforce. In the event this occurs, the College will base the layoff decision solely upon qualifications and performance. Employees may be recalled to available positions based on qualifications and performance.

Upon separation other than for misconduct or violation of College policy, an employee will be paid for all earned, but unused vacation up to a maximum of 25 days. Any vacation pay that has accrued and would normally be paid upon separation will be forfeited if the employee is discharged for misconduct.

*See layoff as it applies under the Short Term Disability Leave Policy described elsewhere in this handbook.