



**NO. 2002      EMPLOYMENT RELATIONSHIP**

- 1.0      **POLICY STATEMENT.** Oklahoma City Community College (“OCCC”) provides this policy explaining the employment relationship between OCCC and its employees, including how such employment relationships may be terminated.
- 2.0      **EMPLOYMENT AT-WILL.** Oklahoma is an employment-at-will state. The employment relationship between OCCC and its employee may be terminated at any time, for any lawful reason, at the will of either OCCC or the employee, unless otherwise provided by policy or written contract of employment.
- 3.0      **EMPLOYMENT CONTINUATION.** All Regular Full-Time and Regular Part Time employees shall be continuously employed unless otherwise notified by OCCC. With limited exceptions, OCCC shall not execute annual employment contracts with employees.
- 4.0      **RESIGNATION.** Employees may resign from OCCC at any time. All employees are encouraged to provide OCCC with a minimum of two weeks’ written notice prior to the effective date of their resignation.
- 5.0      **PERFORMANCE REVIEWS.** OCCC shall conduct performance reviews of employees in accordance with procedures established by Human Resources. Failure to complete or perform such performance reviews shall not deter, delay or affect any suspension, demotion, or termination of any employee.
- 6.0      **PROGRESSIVE DISCIPLINE.** Progressive discipline is a process or method that attempts to address and correct an employee’s work performance or inappropriate workplace behavior by providing clear and constructive feedback through a series of increasingly formal steps. When appropriate, OCCC shall implement progressive discipline prior to any suspension, demotion, or termination.
- 7.0      **TRAINING.** Human Resources shall provide training and procedures regarding the use of progressive discipline. Supervisors should contact Human Resources for assistance in determining if an employee issue requires progressive discipline.
- 8.0      **STEPS OF PROGRESSIVE DISCIPLINE**

Step 1: Verbal Counseling(s). A verbal counseling is intended to be used by a supervisor to notify an employee that an improvement is needed in the employee’s work performance and/or behavior.

Step 2: Written Warning(s). A written warning provides notice to an employee regarding continued work performance issues and/or inappropriate workplace behavior that have not been resolved after giving the employee a verbal counseling.

Step 3: Performance Improvement Plan. A Performance Improvement Plan is a formal written plan used by the supervisor, often as a final attempt to resolve a serious issue that has not been addressed by the employee after a verbal warning(s) and/or a written warning(s) have been given. A Performance Improvement Plan is not a necessary step for termination, and may not be appropriate in all circumstances. Human Resources shall review all proposed Performance Improvement Plans prior to implementation.

- 9.0 SUSPENSION, DEMOTION, AND TERMINATION. Human Resources shall review all proposed suspensions, demotions, or terminations prior to implementation. OCCC may suspend, demote, or terminate any employee for any lawful reason.
- 10.0 NOTICE. OCCC shall provide a minimum of thirty (30) days' notice to employees demoted or terminated for any reason(s) except for the following:
  - 10.1 Situations in which the law precludes an individual from continuing to hold a position (e.g. loss of license or certification).
  - 10.2 Abandonment of position.
  - 10.3 Exhaustion or expiration of grant funding for position.
  - 10.4 Failure to successfully complete Introductory Period.
  - 10.5 Misconduct. Misconduct is defined as "as unacceptable or inappropriate behavior." Examples include, but are not limited to:
    - 10.5.1. Theft of property.
    - 10.5.2. Willful destruction of property.
    - 10.5.3. Violation of law or regulation.
    - 10.5.4. Dishonesty or falsification of information.
    - 10.5.5. Unauthorized use of OCCC property/funds for personal use.

Adopted: March 9, 2021