

BP 2-32: Termination Payout

DCC BOARD POLICY 2-32

APPROVED: July 24, 2023

EFFECTIVE: July 24, 2023

REVIEWED: June 13, 2023

NEXT REVIEW DATE: June 2026

REFERENCES: MCA §39-3-205

RESPONSIBLE DEPARTMENT: Human Resources

The Board of Trustees recognizes that employment is not permanent. The President may relieve employees from duties in accordance with relevant statutes and Board policy. Some violations of policy and rules are serious enough to result in immediate termination of employment.

All unpaid wages due to the employee will be issued on the next regular payday for the pay period from which the employee was separated from employment, either voluntarily or involuntarily, or within fifteen (15) days of the separation, whichever occurs first.

Payment of unused accrued annual leave and sick leave will be included with the employee's final paycheck. Personal leave does not accrue, and any unused personal leave is not payable to the separated employee.

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| SCOPE | This policy applies to employees of Dawson Community College. |
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| PROCEDURES | The College President shall promulgate such procedures as may be needed to implement this policy. |
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| History: | 5/20/2019; 7/24/2023 |
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