

# Asheville-Buncombe Technical Community College (A-B Tech) Policy Manual

## Policy 510.01: At-Will Employment and Introductory Period

It is the policy of the Board of Trustees that adjunct instructors, part-time limited employees, part-time regular employees, full-time limited employees, and student employees serve in an at-will employment status with Asheville-Buncombe Technical Community College. In addition, full-time regular employees, with the exception of the President, serve in an at-will status with the College until they successfully complete their introductory period.

During the introductory period, new full-time regular employees will receive a contract and applicable College benefits. The contract shall be designated “introductory” and shall include on its face the date that the introductory period ends. The introductory period may overlap any contract renewal and no contract shall create an expectation of continuous employment for new employees. The decision to renew the contract of a new full-time regular employee shall be separate and distinct from any decisions made pursuant to completion of the introductory period.

## Scope

All employees

Definitions

Positions are defined in Policy 503.05, Employment Categories and Classifications.

At-will employment: A status where the employee or employer can end the employment relationship for any or no reason, consistent with applicable law.

Introductory period for full-time regular employees working in a 12-month position: The employee’s first twelve months of continuous employment during which s/he serves in an at-will employment status. The introductory period may cross fiscal years.

Introductory period for full-time faculty working in a nine or ten month position: The employee’s first two full consecutive semesters completed during which s/he serves in an at-will employment status. Because an instructor may be hired during an academic year, the introductory period may be longer than two semesters and it may cross contract and/or fiscal years.

Involuntary separation: A separation from employment that results from a final decision by the College.

## References

Policy 503.05, Employee Categories and Classifications

Policy 503.10, Separation from Employment

Policy 509.02, Employee Due Process

Policy 509.03, Grievance and Reporting (Reporting Process)

Reviewed by Attorney, January 6, 2015

Approved by the Executive Leadership Team, January 7, 2015

## Policy Owner

Executive Director of Human Resources and Organizational Development, Ext. 7178

See At-Will Employment and Introductory Period Procedure

Approved by the Board on February 2, 2015.