

**CAROLINAS COLLEGE OF HEALTH SCIENCES  
POLICY AND PROCEDURE**

**HUMAN RESOURCES**

**SUBJECT:** INVOLUNTARY TERMINATION

**REVIEWER(S):** Dean of Administrative and Financial Services\*  
Dean of Student Affairs and Enrollment Management  
Provost

**POLICY**

The College will address performance issues with low-performing teammates, or in instances when an aspect of performance needs improvement. Coaching and follow up will be used to assure awareness of the issues before disciplinary measures are employed unless the performance is grievous. The college will follow an orderly process in discharging an individual, will utilize human resources professionals as necessary to assure fair and equitable treatment, and will ensure due process is provided.

**PROCEDURE**

- A. Primary responsibility for enforcing policies pertaining to teammate termination lies with the college leaders. Because Carolinas College of Health Sciences contracts with Atrium Health for provision of human resources policies and procedures, the College will default to the relevant Atrium Health policies in areas not addressed below.
- B. When enrollment needs or schedule conflicts do not support continuation of a faculty member's employment, the faculty member will be notified, generally at least one month in advance. This is considered a termination but does not follow disciplinary or hostile termination guidelines.
- C. As a general rule, the disciplinary process utilized by leaders shall consist of the following steps (for details, see Atrium Health Teammate Counseling 5.15):
  - 1. Coaching and education
  - 2. Verbal counseling
  - 3. Written counseling
  - 4. Final counseling
  - 5. End of employment relationship
- D. In all cases of formal disciplinary action, the teammate is entitled to and will be advised of the formal due process and resolution procedures.
- E. In no case will the legitimate exercise of academic freedom, as identified in the academic freedom policy, be considered as grounds for termination.
- F. Teammates who are terminated will receive their final pay on the regularly scheduled pay date, via automatic deposit. The teammate's keys and ID badge must be turned in to the college administrative assistant or to the immediate supervisor. Other items belonging to the college such as textbooks, manuals, graduation regalia, pagers, software technology resources, etc., will be returned prior to receipt of final pay.
- G. The Involuntary Termination policy will be reviewed bi-annually.

**REFERENCES**

**Related Policies to Consult**

**CCHS:** ACADEMIC - [Academic Freedom](#)

HUMAN RESOURCES - [Teammate Onboarding and Departure](#)

**Atrium Health:** [HR 5.15 Teammate Counseling](#), [HR 5.16 Resolution Procedure](#), [HR 5.20 End of Employment](#)

**Related Form(s)** [Teammate Action Plan Form](#)

**Related 2018 SACSCOC Standard(s)**

- 5.5 Personnel appointment and evaluation
- 6.3 Faculty appointment and evaluation