



## College of The Albemarle Policy

Policy Number: 3.3.5

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**Title: Contract Non-Renewals and Resignations**

**Related Policy and Procedures:**

**Division of Responsibility: Human Resources**

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### **I. DEFINITIONS**

1. Non-renewal means the decision not to offer a new contract at the end of the current contract period.

### **II. NON-RENEWAL PROCESS**

At least ten (10) business days prior to the end of the contract period, the president, or designee, will notify, via hand-delivery, certified mail and/or campus email, any full-time employee who will not be offered a new employment contract. The College may non-renew the employee's contract for any reason that is not based on Impermissible Grounds. The failure of the College to provide notice of non-renewal prior to the expiration of any contract does not entitle the employee to a new contract.

An employee may not appeal the decision to non-renew the employee's contract. However, the employee may request the president reconsider the nonrenewal and may submit information and/or documentation in support of the employee's request.

If an employee continues working beyond the term of any contract and the College and employee have not entered into a new or extended contract, the employee shall become an at-will employee and the College or employee may terminate the employment relationship at any time subject to any state or federal laws.

### **III. RESIGNATIONS**

Any employee who does not wish to be nominated for re-employment should notify the appropriate direct supervisor and the HR Director in writing at least thirty (30) calendar days prior to the expiration of the current contract. The president, or designee, may accept the resignation without providing notice of the acceptance to the employee.



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In cases where, in lieu of disciplinary action and dismissal, the employee tries to unilaterally resign, the president does not need to accept the resignation and may continue with the disciplinary and dismissal process.

June 13, 2023

October 10, 2023

October 10, 2023

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**Date Approved by Board of Trustees**

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**Date of Last Review**

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**Date of Last Revision**