



Policy Number: IV.12
Policy Level: Operating Policy
Originally Issued: September 17, 2014
Reviewed: November 16, 2017
Reviewed: January 15, 2021
Reviewed: April 3, 2024
Policy Owner: President
Policy Implementation: VP for Financial Affairs

Termination, Transfer and Suspension of Staff

I. Policy Statement and Purpose

In accordance with Athens State University's mission, this policy delineates the termination, transfer and suspension of staff at Athens State University.

II. Probationary/Part-Time/Executive/Senior Administrative/Other Staff

Unless as otherwise limited and specifically stated, all staff, including but not limited to probationary, part-time, executive/senior administrative staff members, are at-will employees, whose employment may be continued, discontinued, transferred, modified, suspended, and/or terminated at any time by the University at its sole discretion.

III. Non-Probationary Staff

A non-probationary staff member is an at-will employee, whose employment may be continued, discontinued, transferred, modified, suspended, and/or terminated at any time by the University at its sole discretion. However, the University provides a means for a non-probationary staff member to appeal certain types of terminations and transfers through the [Employee Grievance Procedure](#) as set forth in more detail therein.

The President may suspend a non-probationary member (or place him/her on administrative leave) at any time, with or without salary and benefits, from his/her assigned duties at the President's discretion to safeguard the health and safety of faculty, students, or employees of the University; to prevent a disruption of the normal operations of the University; or upon the recommendation of a department head or vice president. However, the University provides a means for a non-probationary staff member to appeal certain types of suspensions through the [Employee Grievance Procedure](#), as set forth in more detail therein.



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IV. Application of Policy to Staff Members Employed Prior to October 1, 2012

This policy only applies to personnel actions (including terminations and suspensions) affecting staff members that (i) were not employed by the University on October 1, 2012, or (ii) were employed by the University on October 1, 2012, but that no longer retain any and all rights and privileges in Title 16, Chapter 24C, as extended by § 16-47A-11 of the Code of Alabama, as amended, due to, for example, a break in employment.

Personnel actions (including terminations, transfers and suspensions) affecting staff members that were employed by the University on October 1, 2012 (unless such staff members no longer retain any and all rights and privileges in Title 16, Chapter 24C, as extended by § 16-47A-11 of the Code of Alabama, as amended, due to, for example, a break in employment) are governed by Title 16, Chapter 24C of the Code of Alabama, pursuant to § 16-47A-11 of the Code of Alabama, as amended.

V. Responsibility for this Operating Policy

Policy Owner

As part of the initial approval of this policy by the President and subsequent to the original dissemination of the policy, the President remains the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews and revisions to this policy must be in accordance with approved operating policy procedures and processes.

This policy will be reviewed every three years or more frequently as needed by the Policy Owner. Revisions will be reviewed/affirmed by the Cabinet and approved by the University President. This policy will be updated/published in the University's Policy Library.

This policy may be changed, amended, and/or altered at any time, and no person has any protected right in any particular provision or process contained herein.

Responsibility for Policy Implementation

The President has assigned the responsibility of implementing this policy to Vice President for Financial Affairs.