# 1570.130 EXEMPT CONTRACTS PROCEDURE

This procedure applies to all Wenatchee Valley College exempt employees with the exception of the college president.

Exempt staff may be terminated by the college with or without cause, necessary reduction in force (RIF) or due to reorganization upon written notice from the president of the intent to terminate. The written notice of termination shall be furnished at least 30 calendar days prior to the effective date of the termination. Such notice shall be delivered directly to the employee during working hours, or if this is not possible, mailed by certified letter to the employee’s last known address.

Prior to separation, the affected employee will be offered the opportunity to request a meeting with the college president and the human resources director to respond to the termination decision. You may request this meeting by contacting the human resources director.

Approved by the president’s cabinet: 12/9/08

Presented to the board of trustees: 12/17/08

Last reviewed: 9/20/19

Procedure contact: Human Resources

Related policies and procedures

 570.130 [Exempt Contracts Policy](https://www.wvc.edu/humanresources/policies-procedures/500-human-resources/570.130-exempt-contracts.html)