Section 7: CHANGES IN EMPLOYMENT STATUS

FACULTY MOBILITY

Faculty members have the option for applying for a promotion-in-rank in accordance with the College's Promotion-In-Rank policy.

UNCLASSIFIED STAFF MOBILITY

Unclassified staff members are encouraged to apply for other positions for which they believe they are qualified. The College posts job vacancies in the Office of Human Resources and on its website. Existing employees must apply for other positions through the Office of Human Resources, and they are treated as any other applicant throughout the application and selection process.

CLASSIFIED STAFF MOBILITY

Classified staff members are also encouraged to apply for other positions for which they believe they are qualified. Classified staff must meet the requirements of the position as defined by the Department of Civil Service. They must also have a certifiable score for the position. Existing employees must apply through the Office of Human Resources, and they are treated as any other applicant throughout the application and selection process. The College posts job vacancies in the Office of Human Resources and on its webpage.

SUSPENSION/ TERMINATION

Depending on an employee's classification--classified staff, unclassified staff, tenured faculty, or non-tenured faculty--the College follows specific suspension and termination procedures. These procedures are in accordance with LCTCS Employment Relationship for All Employees policy and LCTCS Discipline – For All Employees policy. For specific information regarding the suspension and termination of employees**,** contact the Office of Human Resources.

STAFF REDUCTION/ FINANCIAL EXIGENCY

The LCTCS Board of Supervisors recognizes circumstances that may indicate a need for staff reduction at the College, such as financial exigency. The Board has outlined specific procedures to follow in case of such a financial emergency in its Financial Exigency/Reduction of Staff policy. For specific information regarding staff reduction due to emergency circumstances, contact the Office of Human Resources.