

# TERMINATION

**POLICY NUMBER:** RESERVED FOR FUTURE USE

**POLICY TYPE:** ADMINISTRATIVE

**RESPONSIBLE OFFICIAL TITLE:** DIRECTOR OF HUMAN RESOURCES

**RESPONSIBLE OFFICE:** OFFICE OF HUMAN RESOURCES

## I. POLICY STATEMENT

### **Voluntary Termination:**

A staff member who intends to resign his position should present the reasons in writing to the appropriate supervisor one pay period before the effective date of termination.

### **Involuntary Termination:**

If any staff member's performance of duty or personal conduct is unsatisfactory because of failure, neglect or unwillingness to perform assigned duties, appropriate action with regard to involuntary separation from the university will be taken. Unless immediate discharge is warranted, appropriate discipline procedures will be followed before an employee is terminated ([Sec G 2](#)). Depending upon the facts of the individual case, separation from employment may be initiated for any of the following reasons.

### **Inefficiency:**

A staff member who demonstrates his inability to perform his job in a satisfactory manner, is excessively absent from the job without adequate justification or exhibits lack of interest, carelessness or other traits resulting in failing to meet the standards of the position, may be separated from employment.

Any employee who has completed the probation will be given at least two weeks' notice prior to dismissal but, in unusual cases, services may be terminated immediately. In such cases payment will be made for two weeks in lieu of notice when the discharge is for misconduct.

### **Misconduct:**

A staff member who conducts himself in a manner that reflects unfavorably upon the university, the department and himself will be subject to immediate discharge without advance notice and without further pay, for such causes as, but not limited to, the following:

- Dishonesty;
- Drinking or drunkenness during working hours;
- Drug abuse;
- Destructive negligence;
- Falsification of records;
- Insubordination;
- Imperiling safety of fellow employees;
- Unauthorized absence from duty;
- Willful violation of rules.

For minor misconduct not warranting discharge, a staff member may be subject to administrative discipline which may include short periods of lay off without pay. The

period of lay off will be commensurate with the offense committed.

Misconduct penalties are subject to the prior approval of the division head and the director of Human Resources.

**Reduction in Force:**

A department head may lay off a staff member because of lack of work or funds, abolition of the position or other reasons requiring general reassignment of the departmental staff.

**Selection Process:**

The selection of staff members to be laid off will be determined by the department head who will give due consideration to length of service and work performance of his staff.

**Notice:**

A staff member will be given at least the length of one pay period advance notice if the circumstances and advance knowledge permit. The staff member's contribution for health and life insurance must be paid prior to the leave if coverage is to be continued.

**Short-term Lay Off:**

A lay off not exceeding a period of one month will be classified a short-term lay off and will be reported as a leave without pay.

**Temporary Reduction of Force:**

A lay off exceeding one month in duration but not exceeding four months will be classified as temporary reduction of force and will be reported as leave without pay.

**Permanent Reduction in Force:**

A lay off that is anticipated to exceed a period of four months will be considered as a permanent reduction of force. The staff member will be separated with loss or discontinuation of all benefits. However, if the staff member is reinstated or re-employed within a period of twelve months following the date of separation, he will have his accumulated sick leave and length of service credit for vacation eligibility reinstated as of the date of separation.

**II. ENTITIES AFFECTED**

Staff

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	

Choose an item.	
Choose an item.	