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Personnel Policies for Staff Members

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Disciplinary and Separation Actions

64. Termination of Career Employees— Professional and Support Staff

January 1, 2001

GENERAL

Regular status professional and support staff may be terminated from employment because of misconduct or failure to maintain appropriate work performance standards. Normally, termination is preceded by corrective action (see Staff Policy 62, Corrective Action) unless unsatisfactory performance or misconduct warrants immediate dismissal.

B. WRITTEN WARNING

When termination is for failure to maintain appropriate work performance standards, at least one written warning shall precede the termination. Termination for misconduct does not require a written warning.

C. NOTICE AND DECISION

When an employee is to be terminated, the employee shall receive written notice of the intent to terminate, which shall include a statement of the reason(s) for the intended action, a copy of any materials upon which the termination is based, and a statement that the employee has a right to respond orally or in writing within 8 calendar days. After the employee has responded or after 8 calendar days, whichever comes first, management shall review the response, if any, and inform the employee of the action to be taken.

D. PAY IN LIEU OF NOTICE

An employee shall receive at least 15 calendar days' notice of termination or pay in lieu of notice. The 15 calendar days shall be counted from the date of the notice of intent to terminate.

However, if the termination is for misconduct, the employee may be suspended without pay as of the date of the notice of intent to terminate, and the employee may be terminated immediately on the

eighth day following the date of the notice of the intent to terminate or after consideration of the employee's timely response to the notice of intent to terminate, whichever is earlier

Applicability: Regular Status Professional and Support Staff. See [Staff Policy 61](#) regarding release during the probationary period or from limited, casual/restricted and floater appointments.

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