



<b>SUBJECT:</b>  <b>Human Resources:</b>  <b>Processing Employee Terminations (Involuntary Separations)</b>	<b>Effective Date:</b>  July 1, 2011	<b>Policy Number:</b>  04-5-005
	<b>Supersedes:</b>  Policy:  Date:	<b>Page 1 of 2</b>
	<b>Responsible Authority:</b> Director, Human Resources/Staff Development	

**I. Purpose of the policy/Policy statement**

This policy is designed to provide a clear, consistent policy for initiating involuntary employee separations of employment (terminations initiated by the administrator).

**II. Applicability/Scope**

This policy applies to all College administrators with direct reports.

### III. Process for Implementing Procedure

Responsibility	Action	Timeline
Hiring Administrator	Contacts his/her cabinet level executive to discuss their recommendation to terminate an employee, providing documentation demonstrating that the employee has been progressively disciplined through verbal and written notification regarding performance over a period of time, and has provided additional training and/or other resources to assist the employee to improve their performance.	When necessary.
Division Chair/Cabinet Member	<p>Reviews documentation and discusses any concerns or areas where she/he believes the recommendation to terminate is not properly and/or fully substantiated by documentation.</p> <p>Divisional Cabinet Member should involve and discuss any concerns with the Director of Human Resources.</p> <p>Approves recommendation without condition, approves recommendation with conditions that must first be satisfied by the administrator before moving further in the process, or denies recommendation stating the reason(s) for denial.</p>	Within two business days for receipt of documentation from the administrator.
Administrator	Schedules meeting with the Director of Human Resources for his review of documentation.	Following meeting with divisional cabinet member, if she/he approves recommendation.
Director of Human Resources & Staff Development	<p>If approved, the director of human resources notifies the VP, Chief Financial Officer of recommendation, and schedules a meeting with the President to discuss and to seek his approval.</p> <p>If denied, the director of human resources informs administrator why recommendation is denied and what measures must be met before the recommendation can be approved.</p>	Within in one business day of receiving request from administrator requesting a meeting to discuss a recommendation for termination of employment.
President	Approves or denies recommendation to terminate employee in writing via e-mail to the Director of Human Resources.	Within one business day of the meeting with the Director of Human Resources to discuss the administrator's recommendation.

Director of Human Resources or his designee	Forwards approved document to VP/CFO for signing, if approved by President.  If recommendation has not been approved by President, schedules meeting with administrator to inform him/her of same and reasons for decision.	Same day received from CFO.  Same day received from CFO.
Administrator	Schedules termination meeting with the employee, which should be attended by the administrator's supervisor, and informs director of human resources of scheduled meeting so that he can alert security and notify IT to disable computer access during termination meeting. Discusses final paycheck, continuation of insurance, etc.  Completes PAF, leave request form, as applicable for submission to Director of Human Resources for processing.	As appropriate.  Within one business day of termination meeting.
Director of Human Resources	Approves PAF and forwards to CFO for signing.	Same day PAF received in office.
CFO	Forwards document to President for signing.	Same day PAF received in office.
President or his designee	Forwards signed document to Director of Human Resources	Within one business day of receipt in office.
Director of Human Resources or his designee	Forwards fully executed PAF and leave request forms to payroll/general ledger accountant for processing.	Same day PAF, leave form received in office.

**IV. Related policies/References for more information**

Authorizing Official: <u>Jim Duggan</u>	Authorization Date: <u>10/6/11</u>
Title: <u>Vice President/Chief Financial Officer</u>	