Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding this subject.

Policy

1. Unclassified positions that are terminated without cause shall be given written notice prior to termination of employment.

2. One (1) month of notice is required for termination in cases of program, contract, grant discontinuation or expiration, or financial exigency when that funding source is the majority of the funding.

3. One (1) month of notice for each completed year of service is given to an employee for termination without cause. The maximum notice period is six (6) months.

4. The employee is expected to report for work as scheduled during the notice period when applicable. At the discretion of the unit, the terminated employee may be asked to serve the notice period offsite. The terminated employee must be available to answer questions regarding departmental work product or to report to the work site when requested.

5. Post Doctoral Fellows who are at the end of their assignment as outlined in their offer letter can be separated without notice period.