

3361:30-29-02

Termination: policy for unrepresented non-probationary unclassified employees in the university of Cincinnati employment system.

An unrepresented unclassified employee may be terminated from employment at any time subject to the following provisions:

- (A) An employee shall be given notice prior to termination as follows:
 - (1) No advance notice is required for termination for cause of a non-probationary employee.
 - (2) One month's notice is required for termination in cases of program, grant or funding discontinuation, or expiration, financial exigency and job abolishment due to financial exigency. Such terminations are not grievable.
 - (3) Employees may also be terminated without cause provided they are given notice in accordance herewith.

For employees who entered the unclassified service prior to January 1, 1986, except as limited by paragraphs (A)(1) and (A)(2) above, after the conclusion of the probationary period, as the length of continuous service as a permanent employee of the university increases, the notice required will be extended one month each year of service up to three years. During the second year of service, a minimum of two months' notice is required. During the third year of service, a minimum of three months' notice is required. During the fourth year of service and thereafter, a minimum of six months' notice is required. Such terminations are not grievable.

For employees who entered the unclassified service on or after January 1, 1986, except as limited by paragraphs (A)(1) and (A)(2) above, after the conclusion of the probationary period, as the length of continuous service as a permanent employee of the university increases, the notice required will be extended one month each year of service up to six years. During the second year of service, a minimum of two months' notice is required. During the third year of service, a

minimum of three months' notice is required. During the fourth year of service, a minimum of four months' notice is required. During the fifth year of service, a minimum of five months' notice is required. During the sixth year of service, and thereafter, a minimum of six months' notice is required. Such terminations are not grievable.

- (B) Only the termination of an employee for cause without advance notice under paragraph (A)(1) above is grievable. Terminations under paragraph (A)(2) and (A)(3) above are not grievable and constitute a discontinuation of the employee's appointment.

Effective: January 29, 2018

Certification: *Nicole S. Blount*
 Nicole S. Blount
 Executive Director of Board Relations

Date: January 12, 2018

Promulgated under: R.C. Section 111.15
 Rule amplifies: R.C. 3361.03.
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