

## UC Davis Personnel Policies for Staff Members

### Separation Actions

#### Procedure 64, Termination and Job Abandonment

Date: 1/4/17

Supersedes: 6/12/12

Responsible Department: Human Resources

Source Document: UC PPSM 64

---

### Purpose

This campus procedure implements the systemwide [PPSM 64](#).

The systemwide policy and these campus procedures apply to the following career employees:

- Non-probationary career employees in Professional and Support Staff (PSS) appointment.
- Managers and Senior Professionals (MSP) appointments Grades I-VII or Career Tracks positions Manager 3 or below.

These procedures do not apply to non-career employees including:

- Casual-restricted appointments
- Contract appointments
- Floater appointments
- Limited appointments
- Per-diem appointments

### Procedures

When there are mitigating circumstances, Employee and Labor Relations may extend the time limits set forth in [PPSM 64](#). Requests for extensions will be evaluated on a case by case basis.

- **Job Abandonment**

Before separating an employee for job abandonment as defined in [PPSM 64](#), the department head (or designee) must consult with Employee and Labor Relations.

A separation due to job abandonment is not eligible for review under [PPSM 70, Complaint Resolution](#).

- **Termination**

- **PSS**

1. The Department Head (or designee) may terminate an employee only after consulting with Employee and Labor Relations..
2. With assistance from Employee and Labor Relations, the department drafts a notice of the intent to terminate as described in [PPSM 64](#). The notice must identify an Official Reviewer (Skelly Reviewer), as outlined in the [UC Davis Skelly Protocol, which applies to both the campus and Health System locations](#).

In accord with the protocol, the authority to appoint the Official Reviewer rests with the Employee and Labor Relations Manager at the location where the action is taken. The Official Reviewer must use the process outlined in the Skelly Protocol in conducting the review.

3. The notice must be hand-delivered or sent by mail. A proof of service may be attached. A person who is not a party to the action fills out the proof of service form.

- **MSP**

1. Deans, Vice Chancellors, and the UCDHS Chief Executive Officer, or when designated, the direct supervisor, have the authority to terminate an MSP employee. Terminations must be reviewed by the Associate Vice Chancellor--Human Resources before the notice of intent to terminate is issued.
2. Termination of MSP positions do not require "just cause," but may not be arbitrary or capricious, or violate any other policy.
3. The department drafts a notice of the intent to terminate as described in [PPSM 64](#).
4. The notice must be hand-delivered or sent by mail. A proof of service may be attached. A person who is not a party to the action fills out the [proof of service form](#).

- **Termination Assistance—MSP**

The Associate Vice Chancellor—Human Resources in conjunction with the Deans and/or CEO at UCDHS has the authority to approve termination assistance. The Employee Relations Manager shall consult with the Associate Vice Chancellor—Human Resources regarding termination assistance within the delegated limits of his/her authority.

To receive termination assistance in the form of assignment to another position or severance pay, the employee must provide a written release of all claims.

When termination assistance in the form of severance pay is accepted, the terminated MSP employee will be required to repay severance on a pro-rated basis up to the number of months of pay that were provided if they accept University employment (either career, limited or contract). If an MSP employee obtains alternate University employment at any grade level prior to the designated termination date, the employee is no longer eligible for severance pay.

## Further Information

- Sample letters to employees are available at [http://www.hr.ucdavis.edu/elr/er/sample\\_letters\\_to\\_ee/index.html](http://www.hr.ucdavis.edu/elr/er/sample_letters_to_ee/index.html).
- Additional information is available from your Employee and Labor Relations Consultant: <http://www.hr.ucdavis.edu/elr/index.html>.