

## UC Davis Personnel Policies for Staff Members

### Separation Actions

#### Section 64, Termination (PSS)

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Responsible Department: Human Resources

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#### 64.A. GENERAL

**Note 1--Exclusions.** Limited, casual-restricted, floater, and probationary employees do not have the rights listed in this policy. Their rights are listed in Policy 61.

**Note 2--Time Limits.** The Employee & Labor Relations Analysts may extend the time limits in this policy.

**Note 3--Method of Delivery.** Notices shall be hand-delivered or sent by mail with a proof of service attached. A person who is not a party to the action fills out the proof of service. The form is on the Web at <http://www.hr.ucdavis.edu/Forms>.

#### 64.C. NOTICE AND DECISION

**Note 1--Authority.** The department head may dismiss an employee, after consulting with a Labor Relations Analyst.

**Note 2--Notice of Intent.** In addition to the items listed in Policy 64.C, the notice shall identify an official reviewer ("Skelly Officer").

**Note 3--Official Reviewer.** In order to minimize the risk of an error, the official reviewer shall review the notice of intent, the supporting documents, and the employee's response. In most cases, the department head also performs the review. However, Employee & Labor Relations may ask the department head to appoint someone else, who will perform the review and then implement, modify, or rescind the proposed action.

#### UCD PROCEDURE 64.1--DISMISSAL

- a. If required by Policy 64.A or B, the supervisor takes corrective action or issues a written warning.
- b. The department head consults with an Employee & Labor Relations Analyst.
- c. The department head gives the employee a notice of intent to dismiss.
- d. The employee may respond, orally or in writing.
- e. After the date to respond has passed, the official reviewer reviews the notice of intent, the supporting documents, and the response given by the employee, and makes the decision to implement, modify, or rescind the dismissal.
- f. If the official reviewer is not the employee's department head, the official reviewer sends his or her decision to the department head.
- g. If the dismissal is to be modified or rescinded, the department head tells the employee what

corrective action will be taken, if any.

- h. If the dismissal is to be implemented, the department head issues the notice of dismissal.
- i. The department tells the employee to return University property, credit cards, and keys, and revokes access to electronic communications systems.
- j. The department pays all wages due on the date of dismissal. See "Payment of Wages upon Termination" at <http://payroll.ucdavis.edu/>.