

UC Davis Personnel Policies for Staff Members

Separation Actions

Section 65, Termination (MSP)

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Responsible Department: Human Resources

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65.A. GENERAL

Note 1--MSP Grades. Managers and Senior Professionals (MSP) in Grades I through VII are not "at will" employees; they have the rights described in this policy. MSPs in Grades VIII and IX are "at will" employees and have only the rights described in Policy 67.

Note 2--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>.

Note 3--Time Limits. The Employee & Labor Relations Analysts may extend the time limits in this policy.

65.B. NOTICE AND DECISION

Note 1--Authority. Deans, vice chancellors, and the UCDHS Director have the authority to terminate an MSP employee. They may redelegate this authority to direct supervisors of MSPs. terminations shall be reviewed by the Associate Vice Chancellor--Human Resources before the notice of intent to terminate is sent.

Note 2--Notice of Intent. In addition to the items listed in Policy 65.B, 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 person who is making the termination also performs the review. However, the Associate Vice Chancellor--Human Resources may appoint someone else, who will perform the review and then implement, modify, or rescind the proposed action.

65.C. PAY IN LIEU OF NOTICE

Note 1--Authority. The Associate Vice Chancellor--Human Resources has the authority to approve pay in lieu of notice.

65.D. TERMINATION ASSISTANCE

Note 1--Authority. The Associate Vice Chancellor--Human Resources has the authority to approve termination assistance.

Note 2--Release of Claims. In order 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.