



**3344-61-04 Termination of employment.**

- (A) The employment of a professional staff employee may terminate through resignation, retirement, non-renewal, layoff, or dismissal for just cause.
- (B) Resignation. Professional staff have an obligation to provide the university a written notice of intent to resign.

- (b) January first for a professional staff member holding a second or subsequent contract of professional service at the university for non-renewal of the contract.
- (c) By December first for an intercollegiate coach holding a coaching season contract for the fall season.
- (d) By April first for an intercollegiate coach holding a

of a financial emergency or because of reorganization. Such a termination of appointment shall be designated a layoff.

- (1) Layoff due to financial emergency. Layoff of a professional staff employee may occur when deemed necessary by the president due to a financial emergency as declared by the board of trustees. Upon occurrence of the

university in open positions for which the affected individual is qualified under existing criteria.

- (c) If, within a period of eighteen months from the date of the layoff of a professional staff employee, the president determines that the professional staff employee

- (e) Personal conduct that impairs the employer's pursuit of its goals or mission.
  - (f) Interfering with the normal operations of the university.
  - (g) Conviction of a crime of violence as defined in division (i)(1) of section 2901.01 of the Revised Code, or a substantially equivalent offense under municipal ordinance, which is committed on or affects persons or property on the university's campus, or any other crime that adversely affects performance of job duties and responsibilities.
  - (h) Concealing, falsifying, altering, misusing or removing records, including electronic data records.
  - (i) Engaging in a demonstration or protest on university property in violation of law or of the university's policy on demonstrations.
- (2) Fraudulent credentials.
- (a) Recommendations for dismissal for causes listed in paragraph (F)(1) of this rule shall be sent by the unit head to the appropriate vice president or the provost with the appropriate documentation attached. Such documentation shall be forwarded to the appropriate vice president or the provost for approval to proceed and a copy shall be sent to the office of the vice president for human resources development and labor relations. If the dismissal is initiated at the vice president or the provost level, all appropriate documents shall be forward

written notification of dismissal shall be sent by the president to the professional staff member by registered and regular mail. Dismissal shall not occur until the professional staff employee has been given ten working days notice to request an appeal hearing by the president or assigned designee.

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