



3344-61-07 Termination of employment.

(A)

forth in paragraph (B)(5) of this rule. It is the professional staff member's responsibility to regularly update the university with address change information.

- (4) The professional staff member in the second year or more of professional service at the university is entitled to be apprised of the reasons for termination of appointment in writing and may request a review of the decision through the complaint resolution procedure, as provided in rule 3344-61-08 of the Administrative Code.
- (5) Termination notice.

The amount of notice received will be based upon continuous years of university service since the last date of hire.

Post introductory period to three years	Four weeks
Four to six years	Six weeks
Seven to ten years	Eight weeks
Eleven to fourteen years	Ten weeks
Fifteen or more years	Twelve weeks

(C)

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

- (1) Layoff due to financial emergency. Layoff of a ~~professional~~ staff member may occur, when deemed necessary by the president or designee, due to a financial emergency as declared by the board of trustees. Upon occurrence of the layoff, the individual's termination document shall designate that the layoff was due to financial emergency.
- (2) Layoff due to reorganization or position elimination. Layoff of professional staff members at the university may occur when reorganization is deemed necessary due to a budget or program decision requiring program discontinuance, curtailment, or redirection. Position elimination occurs due to budgetary constraints or when, in the university's discretion, the position is no longer required. Such positions may not be backfilled.
- (3) Reorganization or position elimination must be reviewed by the department of human resources and approved by the president or designee. Upon occurrence of the layoff, the staff member's termination document shall designate the reason ofd

notified in writing of the decision to effectuate the release. Such notice will be provided.

- (b) Staff members who are laid off pursuant to this section may review the listing of all current university job openings to attempt to secure alternative appointments within the university. Affected staff members must meet the qualifications of the open positions for which they apply.
 - (c) If, within a period of eighteen months from the date of the layoff of a professional staff member, the president or designee, determines that the professional staff member's position should be reopened, within the same department, title and grade, then re-appointment shall first be offered to the laid off staff member. The offer shall be sent to the last known mailing address of the staff member, who shall have a reasonable time, not to exceed fifteen days from the date that the letter is mailed, within which to accept or decline the offer of re-appointment.
 - (d) The staff member being laid off shall be entitled to a hearing in accordance with the procedures provided in rule 3344-61-08 of the Administrative Code, complaint resolution procedures, if the staff member requests such a hearing. Such a hearing may occur subsequent to layoff.
- (E) Dismissal. Professional staff may be dismissed for performance or conduct deficiencies, including, but not limited to the following:
- (1) Unsatisfactory performance;
 - (2) Neglect of assigned duties and responsibilities;
 - (3) Violation of recognized standards of professional conduct or performance;

(4)

- (6) After consultation with the department of human resources, recommendations for dismissal shall be sent by the unit head to the appropriate vice president or the provost, along with the appropriate documentation. Such recommendation shall be forwarded to the president for approval to proceed.
- (7) If the dismissal is initiated at the vice president or the provost level, after consultation with the assistant vice president of human resources, all appropriate documents shall be forwarded to the president or designee for approval to proceed.

(F) Procedures for initiation and notification of dismissal of professional staff members.

If the recommendation to dismiss a professional staff member is accepted, written notification of dismissal must be sent by the president, or designee, to the professional staff member by certified and regular mail. Such notice shall indicate a date of discharge, not less than ten working days from the date of mailing. Professional staff members who are dismissed for cause are not entitled to the notice provisions of paragraph (B)(5) of this rule.

- (1)

- (3) The staff member may request an appeal of the action within ten working days from the date of dismissal.
- (4) Information pertaining to professional staff members arrested for certain offenses can be found in rule 3344-61-16 of the Administrative Code.

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