



For Cause Separation

Policy Statement

Refer to the Policy Procedures section.

Procedures

FOR CAUSE: As a matter of standard operating procedure, if a situation occurs that may lead to a regular staff employee being terminated for cause (e.g., poor performance, personal conduct, etc.), the supervisor or department head must discuss with the Department of Faculty and Staff Relations in Human Resources the facts of the case before informing the employee, and relate the circumstances in detail. (For faculty members on contract, see the [Academic Affairs Policy Manual](#).) When a regular staff employee is dismissed, they must be given a letter of termination and DOL Separation Notice. The department retains copies of the termination letter, DOL Separation Notice, and evaluations in departmental personnel files according to records retention schedule. Send a copy of the termination letter to Faculty and Staff Relations. A regular staff employee who has been employed more than 180 calendar days may have the right of appeal or access to any of the procedural steps provided for in the Conduct and Dispute Resolution Policy & Grievance Procedure sections of this manual.

A regular staff employee terminated during their probationary period (the first 180 calendar days of work) may be terminated without the right of appeal or access to any of the procedural steps provided for in the Conduct and Dispute Resolution Policy & Grievance Procedure sections of this manual. When a probationary employee is dismissed, a letter of termination should be given to the employee, along with the Department of Labor [Separation Notice](#) (Form DOL-800) stating the employee was "terminated during the probationary period." No specific reason for the termination should be stated. Send a copy of the letter of termination to Faculty and Staff Relations.

Exception: An employee, returning from active military service in accordance with USERRA, may be terminated during the probationary period for cause. The specific reason for the termination should be stated in the letter of termination.

Temporary and student employees are "at will" and may be terminated without the right of appeal or access to any of the procedural steps provided for in the Conduct and Dispute Resolution Policy and Grievance Procedure sections of this manual. When a temporary employee is dismissed, a letter of termination should be given to the employee, along with the Department of Labor Separation Notice (Form DOL-800) stating "end of temporary employment." No specific reason for the termination should be stated. Send a copy of the letter of termination to Faculty and Staff Relations.

If a temporary employee is not scheduled to work during school breaks but has reasonable expectation of return, management should provide the temporary employee with a letter. The letter must give an estimated date of return to work. Termination action should not be taken if there is a reasonable expectation that the temporary employee return.

The [Faculty and Staff Separation Checklist](#) must be completed for regular, partial-year, and temporary faculty and staff. The [Student Employee Separation Checklist](#) must be completed for student employees.

Forms/Instructions

Faculty/Staff Separation Checklist: http://www.busfin.uga.edu/forms/fac_staff_sep_cklst.pdf

Student Separation Checklist: http://www.busfin.uga.edu/forms/stu_emp_separation_cklst.pdf

Academic Affairs Policy Manual: <https://provost.uga.edu/policies/academic-affairs-policy-manual/>

Separation Notice: http://www.busfin.uga.edu/forms/separation_notice.pdf

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Associate Vice President for Human Resources

Policy Owner: hrweb@uga.edu

Policy Contact: Sige Burden

Phone Number: 706-542-9231

[◀ End of Employment](#) | [Layoffs](#) ▶

Policy Dates

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