

Policies and Procedures

Title

Termination

HR Policy No: 10.005

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Effective: May 1, 2019

Purpose

To establish guidelines for voluntary and involuntary termination of employment

Applicability

Administrators, Staff, Bargaining Unit Members

Policy

Voluntary Termination

Any employee who voluntarily resigns his/her position is expected to provide two weeks' notice to the College. A written resignation must be submitted to the supervisor with a copy sent to the associate vice president for human resources. The employee is requested to state the reason for the resignation. The office of human resources will contact the resigning employee to schedule an exit interview and discuss the transition from College employment. If necessary, the employee's supervisor will assist the employee in setting up an exit interview.

An employee who is absent from work for five (5) or more consecutive working days without notifying or receiving permission from his/her supervisor (barring any unusual circumstances that preclude timely notification) is assumed to have resigned his/her position.

Involuntary Terminations

There are several types of involuntary termination, including, but not limited to:

1. Failure to successfully complete the probationary period.
2. Discharge – Due to either
 - (a) Substandard job performance
 - (b) Violation of the College's Employee Code of Conduct or College policies or procedures. This discharge is usually without prior notice.
3. Performance – Non-performance of a job after prior review has been provided. Discharge for non-performance without notice can occur during the probationary period, or in the case of serious violation of College policies and procedures.

Each employee needs to respect and adhere to the College's behavioral expectations and to conduct himself/herself professionally. Reference Employee Code of Conduct, HR 10.004.

The College reserves the right to terminate a staff member's employment at any time when it is in the College's best interest to do so. In some cases, an employee may be suspended while the facts of a situation are being investigated.

An employee discharged for cause is not eligible for rehire. Providence College reserves the right to discipline employees on a case-by-case basis and to terminate employment without prior notice.

Reduction-in-Force

There are two types of reduction-in-staff:

1. Job elimination
2. Layoff – Due to temporary lack of work.

Employees subject to reduction-in-staff are given consideration in filling open positions for which they are qualified, at the sole determination of the College.

The College strives to minimize the impact of work force reductions on its full-time employees by giving prompt notice, by reassigning to other duties where practical, and/or by providing severance payments where reduction-in-staff is necessary.

Should circumstances occur that require a reduction-in-staff, seniority and demonstrated ability are the criteria used to determine which employees are retained. Seniority governs except where the College determines that the more senior individual does not demonstrate the ability to do the required tasks. The determination of qualifications and ability is made at the sole discretion of the College.

If employees are to be recalled from a reduction-in-staff, the recall is in accordance with seniority and demonstrated ability to meet the requirements of available positions. The determination of qualifications is made by the College.

Employee rights to recall from reduction-in-staff are limited to six (6) months after the day of the reduction.

Bargaining Unit employees are guided by their respective Collective Bargaining Agreements.

Every reasonable effort is made to give employees as much advance notice as possible of pending layoff or job elimination.

Severance pay is provided to employees involved in a layoff, reduction-in-staff, or similar circumstance, but is not offered to an individual who is discharged or unable to perform his/her job responsibilities.

Responsibility

The associate vice president for human resources, or his/her designee, is responsible for overall administration of this policy.