

5.24 - P&S Staff - Termination of Employment

Purpose:

To outline ~~provisions related to~~ voluntary and involuntary ~~provisions related to the~~ termination of employment for Professional and Scientific (P&S) positions.

Policy Statement:

A P&S appointment may terminate for voluntary reasons including retirement, resignation, long term disability approval, invalid work authorization or abandonment of position. Abandonment of position shall be considered to have taken place when the employee is absent from duty for three consecutive workdays without proper notification and authorization and shall be deemed to have resigned.

Involuntary reasons for termination of P&S employment are further outlined in this policy.

A. Non-Reappointment

~~A P&S staff member's appointment is considered to be renewed or ongoing unless notified otherwise. Notice of non-reappointment is provided in accordance with the following appointment categories, following consultation with Human Resource Services (HRS).~~

Temporary Appointment

The nature of the service required with ~~this type of a temporary~~ appointment typically includes an identified end date at the time of hire. The university administration will make every effort to keep staff members ~~servicing with such an appointment~~ advised as to when services will be concluded. ~~No recall rights are applicable.~~

Term, Contract & Annual Appointments

~~A P&S staff member's~~ Term, contract and annual appointments ~~is~~ are considered to be renewed or ongoing unless notified otherwise. Notice of non-reappointment is provided in accordance with the following appointment categories, following ~~and in~~ consultation with Human Resource Services (HRS). ~~No recall rights are applicable.~~

1. Term Appointment

The period of service established at the time of appointment ~~and/or the funding status~~ will determine the date for notice of non-reappointment. ~~In conjunction with funding renewal status,~~ Written notice confirming non-reappointment will be ~~given in writing and will be~~ provided at least minimum of (30) calendar days prior to the appointment expiration date. ~~Affected S~~ staff serving with such appointments may elect to compete for vacant P&S positions, but shall be ~~are not given no priority consideration.~~

2. Contract Appointment

Contracts signed by university administration and the employee will include an effective date and an end date. ~~However, the nature of the service required with this type of~~ These appointments ~~and the program area in which it is granted permits separation from university service to be affected~~ may be ended with limited prior notice ~~due to the nature of the role, program needs and/or the applicable contract language.~~

~~3. Regular Appointment~~

~~4. The ongoing service required with this type of appointment causes the notice of non-reappointment provision to be inapplicable.~~

5.3. Annual Appointment

~~Written~~ Notice ~~confirming of~~ non-renewal for annual appointments will be ~~given in writing and will be~~ provided at ~~least minimum of (30)~~ calendar days prior to the effective date ~~of termination.~~

B. Regular Appointment Reduction in Force

~~In the event~~ When it becomes necessary ~~for the university~~ to reduce ~~its (P&S Regular)~~ staff services ~~as a consequence of~~ due to a shortage of funds, lack of work, revision in work, unit organization, curtailment in program offerings, abolishment of position(s) or a like action, ~~an effort will be made to accomplish the university will first explore alternatives, such as~~ adjustment of staff through attrition, rotation and reassignment of staff, ~~or~~ adjusted service periods, ~~and similar means provided such steps can be arranged in a manner that will not impair the~~ maintain unit and institutional efficiency ~~of affected service units of the university as a whole.~~

~~1. Order of Staff Reduction~~

~~In the event it becomes necessary to~~ A reduction ~~in~~ the number of P&S staff, ~~such reduction shall be based on program need as is~~ determined by the university ~~and~~ in consultation with HRS ~~and based on program need and relevant criteria, such as related position responsibilities, professional credentials, and demonstrated skills, abilities and performance as documented in the performance evaluations.~~ ~~Within such determination, a staff reduction shall occur in accordance with the following standards:~~

Notice requirements and reassignment options:

~~P&S staff serving in temporary appointments shall be subject first to release from their temporary position. The university administration will make every effort to keep temporary staff advised as to when services will be concluded.~~

~~Following the separation of staff serving in temporary appointments, P&S staff serving in term appointments shall be subject to reduction in force proceedings. Written notice of separation will be provided at least 30 calendar days prior to the effective date active service is to conclude. Staff serving with such appointments may elect to compete for vacant P&S positions, but shall be given no priority consideration.~~

~~2.1. _____ P&S staff serving with less than one year in a regular appointment will be subject to reduction in force proceedings following the separation of staff with term appointments. provided~~ ~~Written notice of separation will be provided~~ at least 45 calendar days prior to the effective date active service is to conclude. Staff impacted in this category may elect to be reassigned to any open P&S position provided they ~~are fully meet or exceed the established minimum~~ ~~qualifications to perform the work as established with prior related work experience and/or credentials~~, following the conclusion of applicable reassignments of separated staff with more than one year of service.

~~3.2. _____ Only after reduction in force proceedings have been made applicable for temporary, term and first year regular staff will the same be effective for~~ ~~P&S staff serving in a regular appointment for more than one year. will be provided~~ ~~Written notice of separation will be provided~~ at least 60 calendar days prior to the effective date active service is to conclude. Such staff may elect to be reassigned to any open P&S position provided they ~~are fully meet or exceed the established minimum~~ ~~qualifications to perform the work as established with prior related work experience and/or credentials~~. Staff ~~with more than one year of service in a regular appointment in this category~~ who have been separated from active university service with ~~a~~ reduction in force ~~proceedings~~ may be given priority consideration for placement (recall) when a vacant P&S position exists.

~~During periods of staff reduction applicable criteria will be applied according to the appointment categories listed above to effect reduced staffing while maintaining an optimum level of operational efficiency. The criteria include present and prior related position responsibilities, professional credentials obtained, and relative skills, ability and performance demonstrated as evidenced with performance evaluation procedures.~~

~~2C. Recall~~

P&S staff serving one year or more in a regular appointment at the time of separation from active university service, ~~as a consequence because~~ of a staff reduction, will be eligible for recall. With an annual request in writing, such staff will be considered for vacant P&S positions for a period equal to active service up to ~~three (3)~~ years. Upon submission of application materials through the applicant tracking system for a posted vacancy, ~~such qualified recall~~ staff members will be interviewed and evaluated for the respective vacant P&S position prior to hiring an external candidate. If an inactive ~~university recall~~ staff member is ~~not, following application and~~ interviewed, ~~but not~~ selected for the P&S position, they will be ~~advised in provided a~~ written notice by the employing administrator ~~as to of~~ the reason(s) for the non-selection. The ~~university administration's~~ decision to reject placement of ~~such a recall~~ staff member is not subject to grievance proceedings.

Staff members to be interviewed for return to active service are responsible for creating a profile in the university's applicant tracking system and enabling any desired automated notifications of position vacancies. As directed by HRS, the inactive recall staff member is to keep HRS advised of their current phone number and recall interest. Failure to respond ~~to a request to be interviewed for a position opening~~ within ~~five (5)~~ calendar days ~~of the date on which notification is sent shall constitute to an interview request will be~~ considered a decline of ~~notice opportunity~~ for that position.

~~A period of inactive service upon~~ Time spent in recall status will be considered ~~as~~ a leave of absence for purposes of university and position service, salary, fringe benefit allowances and other conditions of employment.

C. Termination for Cause

~~An employee serving in a~~ P&S employees appointment may be terminated for cause for reasons including, but not limited to, documented unsatisfactory performance of duties, excessive absenteeism, misconduct, violation of university and/or Iowa Board of Regents; State of Iowa policies or unlawful conduct.

~~Actions or offenses that do not warranting~~ immediately ~~rise to the level of~~ termination ~~for cause~~ will typically be addressed through performance management or progressive discipline preceded by interventions intended to remedy the issue(s) unacceptable actions. ~~Situations unable to be resolved through verbal coaching and counseling may move into a progressive discipline process.~~ The level of discipline is based upon the seriousness of the offense and the employee's performance and disciplinary history. Disciplinary levels may include verbal warnings, written warnings, suspension without pay or termination of employment.

-Unsatisfactory performance may warrant the underperforming employee to be placed on a Performance Improvement Plan (PIP) as a supportive measure designed to assist the employee to achieve successful performance. The duration of a PIP typically ranges between 60 and 90 calendar days. Failure of the employee to provide immediate and/or sustained performance improvement may result in disciplinary action, up to and including termination of employment.

-The implementation of PIPs, disciplinary actions and termination of employment for cause are implemented in consultation and partnership with HRS.

Additional Resources

4.18 Terminations & Terminal Vacation Pay Policy

P&S Council approved ~~February 8, 2024~~⁵

Human Resource Services, approved ~~February 8, 2024~~⁵

University Council, approved ~~April 8, 2024~~

President and President's Cabinet, approved ~~April 10, 2024~~

[Last reviewed and/or updated 4/2024, 1/2013]