

## **I. Summary**

The University of California, Riverside (UCR) is committed to administering procedures to provide guidance to employees and managers/supervisors on the separations from employment due to job abandonment and the process for terminating career employees in the Professional & Support Staff (PSS) and Managers & Senior Professionals (MSP) personnel groups at UCR.

## **II. Related Policies and References**

[Personnel Policy 62](#) - Corrective Action -- Professional and Support Staff

[Personnel Policy 63](#) – Investigatory Leave

[Personnel Policy 64](#) - Termination and Job Abandonment

[Personnel Policy 2.210](#) – Absence from Work

[Discrimination, Harassment, and Affirmative Action in the Workplace](#)

## **III. Procedures**

- A. Supervisors and managers who believe that termination of employment of a regular status employee is necessary and/or appropriate must consult with Employee & Labor Relations (ELR) before taking such action.
- B. Written notice of intent to terminate the employment of a non-probationary career employee must state that the employee has eight (8) calendar days to respond to the intent notice.
- C. An employee may request an extension of the response period for a notice of intent by submitting a written request for extension to ELR. The request for extension must be made before the end of the response period. The decision to approve or deny the request will be provided to the employee in writing.
- D. Any responses from the employee to the notice of intent should be discussed with ELR.
- E. Notice of Intent to Terminate and Notice of Termination should be accompanied by a Proof of Service form, which is available on the Human Resources website under forms and documents.

## **IV. Contact Information**

Employee and Labor Relations Office: (951) 827-3641

## **V. Frequently Asked Question**

**Q. An employee received a notice of intent to terminate. Under the provisions of PPSM-70: Complaint Resolution, can the employee file a complaint immediately?**

- A. Employees are not eligible to file a complaint over an action that has yet to occur. Because a final decision to terminate has not yet been made and the employee has an opportunity to respond to the notice of intent, it would be premature to file a complaint now. The University will review any response the employee provides to the notice of intent before coming to a final decision. If the University decides to terminate the employee's employment, the employee will receive notification of the termination decision; once that has happened, the employee will have thirty (30) calendar days to file a complaint.