

VIRGINIA STATE UNIVERSITY

Section:	Presidential Policy
Policy Number:	207
Policy Name:	Termination Authority
Applicability:	All University Employees
Effective Date:	August 5, 1998
Revision Date:	n/a
Review Date:	September 1, 2000

I. Purpose

The purpose of this policy is to identify the individual positions authorized to make termination decisions. Its intent is to ensure that the University's termination practices are consistent with state and University requirements.

II. Policy

The termination authority for all classified and contractual positions is the President. This authority is delegated by the President to the Provost, Vice President for Academic Affairs, Vice President for Administration and Finance, Vice President for Development, Vice President for Student Affairs and the Chief of Staff for positions in units under their supervision. The President is the termination authority for all units under his direct supervision (Human Resources, Development, Office of the President and University Relations) and the Vice Presidents.

III. The termination authority has the following responsibilities:

- a. Notify the President and Assistant to the President for Human Resources of intent to terminate an employee.
- b. Submit to Assistant to the President for Human Resources the required documentation to implement the termination action.
- c. Notify the affected employee of termination.

These responsibilities cannot be delegated below the vice-presidential level.

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IV. The Human Resources Office has the following responsibilities:

- a. Review justification for termination action to ensure compliance with state and University requirements;
- b. Advise the President on termination actions; and
- c. Ensure the employee receives notification of the termination consistent with state policy and contractual requirements.

V. Any requests for exception to this policy must be submitted in writing and approved by the President.

APPROVED BY: (Eddie N. Moore, Jr.)
President

DATE: (August 6, 1998)