

## NOTICE PROVISIONS - ADMINISTRATIVE STAFF

Applicability	Administrative Staff
Last Revised	June 16, 2009
Policy Owner	Office of Human Resources

<b>Number</b>	<as assigned by Internal Audit>
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**INTRODUCTION:**

To define a policy and procedure for the notification of non-renewal of a contract of an administrative staff member.

**POLICY:**

Appointments to full or part time administrative staff positions are considered to be on going unless:

1. The contract states the contrary.
2. Termination of the contract with appropriate notice of non-renewal.  
An administrative appointee not to be continued in his/her position shall be informed:
  - a) For individuals with ten (10) years or more of consecutive service to the University: 180 days notification, including weekends and holidays.
  - b) For individuals with six (6) to ten (10) years of consecutive service to the University: 90 days notification, including weekends and holidays.
  - c) For individuals with three (3) to six (6) years of consecutive service to the University: 60 days notification, including weekends and holidays.
  - d) For individuals with less than three (3) years of consecutive service to the University: 45 days notification, including weekend and holidays.
  - e) For individuals hired after July 1, 2009: 30 days notification, including weekends and holidays.

Except for new employees under subparagraph 2(e) above who shall never be entitled to more than thirty (30) days advance notice of non-renewal, an administrative staff employee shall receive the amount of notice of non-renewal commensurate with the employee's length of continuous, uninterrupted employment with Bowling Green State University. The length of service shall be determined as of the effective date of the notice of non-renewal, not as of the effective date of termination of employment.

The employment of an administrative staff employee whose position is funded by grant(s) shall be conditional upon the continuing receipt of grant funds by BGSU. In the event the grant funding subsidy shall become unavailable to BGSU that individual's employment shall cease upon the cessation of funding and the employee shall be entitled to no advance notice of termination.

Recommendations for non-renewal will be made by the area head to the appropriate contracting officer whether President, appropriate vice-president or dean. The contracting officer will issue the notice of non-renewal.

3. Release.

Release may be affected in case of financial exigency. If financially possible the staff member concerned will be given thirty calendar days notice, including weekends and holidays, prior to the date of release.

4. Termination for cause.

- a. An administrative staff member may be terminated for cause at any time for the following reasons;
  - i. Conviction of a felony;
  - ii. If credentials are proved to be fraudulent;
  - iii. Failure to perform duties and services (as identified in the appointed position or title and/or as may be assigned or changed) to the satisfaction of the staff member's immediate supervisor;
  - iv. Or for incompetency, inefficiency, dishonesty, drunkenness, possession or use of illegal drugs, immoral conduct, insubordination, neglect of duty, violation of university policy, or any acts of misfeasance, malfeasance, or nonfeasance in office.
- b. Nothing in this section will prohibit a disciplinary action of suspension for cause.

*Note: Approved by the Board of Trustees June 26, 2009.*