

**3341-5-4 Administrative Staff Termination and Notice.**

Applicability	Administrative Staff
Responsible Office	Office of Human Resources
Responsible Administrator	Chief Human Resources Officer

**(A) Policy Statement and Purpose**

To define the policy and procedure for the termination of employment of an administrative staff employee.

**(B) Policy Scope**

This policy applies to each administrative staff employee of Bowling Green State University except for an employee with an individually negotiated, written, bilateral contract of employment for a fixed term that contains a termination provision.

**(C) Policy**

An administrative staff employee is an at-will employee and may be involuntarily terminated at any time for cause or without cause.

**(D) Involuntary Termination without Cause****(1) Notice**

An administrative staff employee involuntarily terminated without cause may be terminated at any time. The university shall provide notice of the employment termination at least thirty days before the effective date of employment separation. For individuals hired before July 1, 2009 and consecutively employed by the university since then, the university shall provide this notice at least one

hundred eighty days before the effective date of the employment separation.

(2) Procedure

Recommendations for termination without cause will be made by an appropriate supervisor to the employee's appointing authority. The appointing authority will issue the notice of termination.

(3) Financial Exigency

If the President determines that the university is facing an operating budget deficit that is so significant as to necessitate employee furloughs to achieve a balanced budget, the notice period for any administrative staff employee may be reduced to as few as fourteen days, regardless of length of service.

(4) Grant-funded Positions

The employment of an administrative staff employee whose position is funded by one or more grants is conditional upon the continuing receipt of grant funds by BGSU. If the grant funding becomes unavailable to BGSU, the individual's employment shall cease upon the cessation of funding with no advance notice of termination.

(E) Involuntary Termination for Cause

An administrative staff employee involuntarily terminated for cause may be terminated at any time with an immediate effective date of employment separation.

Equity Impact Statement: The policy has been assessed for adverse differential impact on members of one or more protected groups.

Registered Date: March 17, 2015

Amended Date: January 9, 2023