I. Summary

UC Santa Barbara’s Local Personnel Policies for Staff Members (LPPSM) provide additional guidance and implementing procedures for the Systemwide PPSM. This local procedure provides additional information or procedural steps not included in the corresponding systemwide policy.

II. Definitions

Not applicable.

III. References

PPSM 64 Termination and Job Abandonment

IV. Responsibility

The Director of Human Resources is responsible for administering this procedure, in consultation with the Vice Chancellor of Administrative Services.

V. Procedure Text

1. **Reasons for Termination.** Professional and support staff employees may be terminated for misconduct or failing to perform satisfactorily. Usually, such an employee will have received at
least one prior written warning that termination could result from the unsatisfactory performance or conduct. However, certain types of unacceptable employee performance or conduct may result in termination without the requirement of a prior written warning. Such unacceptable performance or conduct is considered to be so serious that an employee should reasonably be expected to know that there is cause for immediate termination. Unacceptable performance or conduct which may be cause for immediate termination includes but is not limited to the following: acts of serious insubordination; fighting on the job; acts or threats of violence against another employee or student; acts of serious sexual, racial, or other harassment against another employee or student; falsification of applications for University employment, transfer or promotion; theft, dishonesty, misappropriation, or unauthorized use of University funds, property or equipment; absence without authorization for three consecutive work days or longer; or other serious misconduct.

2. Notice of Termination or Other Action. Prior to termination actions, the supervisor or manager shall give the employee a written notice of intent to terminate. Such a notice shall provide the employee with a statement of the reasons for the intended action, a copy of any materials upon which the intended termination is based, and a statement that the employee has the right to respond orally or in writing within eight calendar days. Labor Relations may approve an extension of the employee response period specified in the notice of intent, at the request of the employee, or if the University determines that additional time is required prior to taking final action.

a. Following consideration of any input provided by the employee, or after eight calendar days, the supervisor or manager shall decide if termination is still appropriate, and shall provide written notice of the final decision to the employee.

b. Fifteen calendar days advance notice of termination, from the date of the written notice of intent to terminate is required, but the University may determine that additional advance notice of termination is appropriate.

c. Notice of termination shall state the employee's right to request review of the action under the Complaint Resolution policy.
3. **Review by Labor Relations**

   **A. Approval of Termination Actions.** Prior to the written issuing of a notice of intent to terminate any regular status career employee, the department supervisor or manager intending to take such action shall review the need for termination with Employee & Labor Relations.

   **B. Response Extension.** An employee may request an extension of the response period for a notice of intent by submitting a written request for extension to Employee & Labor Relations. The request for an 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.

**Applicability:** Regular Status Professional and Support Staff (see PPSM 61 for release of casual and probationary employees)