

Termination Policy

1 OVERVIEW

The purpose of this policy is to outline the procedures for handling voluntary and involuntary terminations at Toro Auxiliary Partners. This policy does not modify the “at-will” nature of employment. No modification of “at-will” status will be effective unless it is in writing and signed by the Executive Director.

2 TERMINATION DEFINITIONS

Employment may be terminated voluntarily or involuntarily. The type of termination must be clearly identified as it affects benefits, company liability, personnel records, and future references.

1. Voluntary Termination

- **Resignation** – An employee chooses to end employment. Employees are expected to provide written notice to their immediate supervisor. Verbal notice may be accepted.
- **Job Abandonment** – Failure to report to work or contact a supervisor for three (3) consecutive working days without approved leave.
- **Inability to Perform Essential Functions** – When the employee is unable to perform essential job functions, and reasonable accommodation cannot be made.
- **Retirement** – An employee elects to retire. Written notice is preferred, but verbal notice may be accepted.

2. Involuntary Termination

- **End of Assignment** – Employment ends upon completion of a temporary or grant-funded assignment.
- **Temporary Job Completion** – Employment ends when a temporary position concludes or when work is no longer available.
- **Layoff/Reduction in Force** – Employment ends due to elimination of funding, reorganization, or other business needs.
- **Discharge** – Employment ends due to performance, conduct, or violation of policies.

3 GROUNDS FOR DISCHARGE

CSUDH Toro Auxiliary Partners may terminate temporary employees at any time for any lawful reason. The most likely reason for discharge may be due to a predetermined end date, loss of grant funding, or removal from external work sites as determined by the customer. For regular employees, the following are examples of offenses that may result in immediate discharge:

- Insubordination
- Breach of confidentiality
- Falsification of records, timecards, or benefit requests
- Theft or unauthorized use of Foundation or employee property
- Dishonesty
- Use, possession, or influence of drugs/alcohol in violation of policy
- Gross misconduct or gross negligence
- Discrimination in violation of TAP's Affirmative Action Policy
- Three (3) consecutive unapproved absences/Job Abandonment
- Sexual harassment
- Workplace violence
- Violation of TAP's employment policies

4 AUTHORITY TO DISCHARGE

- **Voluntary Separation** – Supervisors must complete a Separation Request Form and submit it to Human Resources (HR). Wages are paid within 72 hours of effective date.
- **Involuntary Separation** – Supervisors must consult with HR and the Executive Director. Approval from designated University officials and, when necessary, the Board of Directors will be obtained. No employee, manager, or supervisor may discharge or lay off employees without prior consultation.
- Employees terminated involuntarily must receive all wages due immediately.

Termination decisions must not be based on any legally protected characteristic, including but not limited to: race, color, sex, gender identity/expression, national origin, age (40+), religion,

veteran status, disability, marital status, union activity, exercising statutory rights, worker's compensation claims, political activities, jury duty, or military membership.

5 TERMINATION PROCEDURE

The procedure below is applicable to involuntary terminations and is not required for positions ending due to the lack or loss of grant funding. Additionally, positions with preset end dates are not required to follow the procedure below.

- Proposed terminations must follow consultation requirements in this policy.
- HR will confirm policy compliance.
- Once approvals are obtained, TAP HR and the employee's supervisor will meet privately with the employee to deliver the termination decision.
- Termination is generally effective immediately.
- Final pay must be provided at the time of termination.
- Suspension pending investigation may occur if:
 - a. Additional time is needed to investigate facts, or
 - b. Immediate removal is required for safety or operational reasons.*Suspension will be as brief as necessary.*

Separations resulting from loss of grant funding or the closure of a grant is the nature of the work at Toro Auxiliary Partners. Supervisors are encouraged to give employees impacted by grant closure advanced notice of employment end date.

6 EXIT INTERVIEWS

HR will conduct an exit interview with all full-time and partially benefited employees to:

- Document reasons for separation and feedback on policies/procedures.
- Advise employees of benefit continuation (insurance, retirement, etc.).
- Provide information on final paycheck and conversion options.
- Exit interview and final paperwork may be conducted electronically when deemed necessary

7 PROPERTY

Employees must return all TAP property prior to separation, including:

- Electronic devices (laptops, phones, tablets, etc.)

- Laptops, and other equipment purchased by the Program should be returned directly to the department.
- Parking decals/ID cards
- Keys
- Credit or P-cards
- Any other TAP Property

HR will coordinate with Campus HR to immediately deactivate accounts and system access.

8 FINAL CHECKS

Final pay is provided via a live check. If the check is not picked up from Payroll on the employee's last day, it will be mailed via USPS until advanced arrangements are made. Employees are requested to sign as receipt of final check.

Sufficient notice is required from departments to process a final check within the California regulations. Departments must submit a separation form along with separation reason.

- **Involuntary Termination:** Final paycheck provided immediately.
- **Voluntary with ≥72 hours' notice:** Final paycheck provided on the last day of work.
- **Voluntary with <72 hours' notice:** Final paycheck provided within 72 hours of notice.

9 EMPLOYMENT REFERENCES

All employment verification requests must be directed to the attention of TAP Human Resources. The HR department will only confirm the following information:

- Dates of employment
- Job title

No additional information will be released without written authorization from the former employee.

10 RECORD KEEPING

Employee termination dates are logged into the HRIS system and personnel files are moved to inactive file management.

- If separation paperwork is not received within 30 days of assignment ending, HR may process the termination administratively.
- Employees in a terminated status for more than 12 months must go through the rehire process to become active again.

11 RESOURCES

- [Separation Form](#)