



UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID: ADM-ERD-3 Minor Revision5

Title: Employment Termination Process

Description: Process for terminating an employee

Category: Human Resources

Applies to: staff, faculty, student

Contact: [Human Resources](#)

Purpose: Policy regarding the employee termination process.

Policy Statement: Recommendations for discharge should be documented in writing and a copy sent to Human Resources for review before any further actions are taken. Documentation should include:

- the employee's name,
- date of the incident,
- explanation of the circumstances resulting in the recommendation for discharge,
- and reference to all previous disciplinary steps taken.

Prior to discharge in the presence of Human Resources, the affected employee should be given an opportunity to review the documentation, offer information and/or explanation, ask questions and be given answers.

These procedures do not alter the at-will employment relationship. The University reserves the right to terminate an employee at any time and for any legal reason.

The termination date of any terminating employee will be the last day physically worked.

Glossary of Terms:

Legal Citation:

Campus Links:

FAQs:

**Formerly
known as:**

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