

Termination for Cause by University

Employees – Exempt Employee Code

CWU Policy 305-21

Effective: September 5, 2012

Policy Review Date: YEAR

Policy Executive: Senior Vice President – Finance and Administration

Responsible Office/Unit: Human Resources

Policy Statement:

Applicability:

Content:

Policy

Appendix A - Termination for Cause by University Procedure

- (1) Except for those reasons listed in CWU 305-22 (Termination or Reduction of Employment Due to Financial Necessity or Program Discontinuance) or action taken in accordance with CWU 305-17 (Notice of Separation (without stated cause)) termination of an appointment may be effected by the institution for cause.
- (2) The university may schedule the use of all or part of the employee's accrued annual leave before the effective date of termination.
- (3) If the exempt employee being dismissed for cause elects to dispute the truth of the charges on the grounds that the charges are not adequate cause for dismissal, the employee may have the case reviewed pursuant to CWU 305-38 (Grievance).
- (4) The termination date provided by the president or designee shall remain firm, whether or not the termination is disputed. If the disputed termination is decided in favor of the dismissed employee, then the employee shall be reinstated with full retroactive pay from the date of termination, including all accrued benefits.
- (5) In the case of dismissal for cause, the notice requirements contained in CWU 305-15 through CWU 305-22 (Separation from Employment) shall not apply.

History:

EEAGB: 4/7/08; BOT: 6/6/08; BOT: 2/09; BOT: 6/09: Responsibility: CFO/BFA; Authority: President's Office; Reviewed/Endorsed Cabinet/PAC; Review/Effective Date: 9-5-12; Approved by: James L. Gaudino, President Reformatted and Assigned new Policy Number - Previous Policy CWUP 6-40-070, June 2025 Attached Procedure CWUR 6-40-070 as Appendix A, June 2025

Appendix A - Termination for Cause by University Procedure

- (1) Dismissal for cause of an exempt employee shall be preceded by delivery of a written statement to the employee, framed with reasonable particularity by the president or his/her designee, informing the employee (1) of the reasons and (2) the employee's rights. This statement shall be sent or delivered to the employee's last known address of record.