

Termination or Reduction of Employment, Due to Financial Necessity or Program Discontinuance

Employees – Exempt Employee Code

CWU Policy 305-22

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 or Reduction of Employment Due to Financial Necessity or Program Discontinuance Procedure

- (1) Termination of an appointment or reduction of employment with commensurate reduction in salary may be effected due to financial necessity, or bona fide discontinuance of a program, administrative or instructional unit, or a departmental function.
- (2) Before terminating an appointment because of discontinuance of a program or administrative or instructional unit, the university shall normally make every effort, but shall not be required, to place the affected employee in another suitable position. If employment is terminated because of financial necessity, or because of the discontinuance of a program or administrative or instructional unit, the released employee's position shall not be filled within a period of one year, unless the released employee has first been offered a reappointment and fifteen (15) days within which to accept or decline the reappointment. Such employees shall not be entitled to any severance provision.
- (3) Nothing in this section shall be construed as applicable to an exempt employee in a position that is funded fully or in part by an outside agency or source (e.g., grant funded) who is separated from employment due to the expiration of funding for the position. Nor shall this section be applicable to the termination of any exempt employee due to expiration of work authorization. Such employees shall not be entitled to any severance provision.

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 6-40-080, June 2025 Attached Procedure CWUR 6-40-080 as Appendix A, June 2025

Appendix A - Termination or Reduction of Employment Due to Financial Necessity or Program Discontinuance Procedure

- (1) In disputed cases where the claim is made that there is no financial necessity or no valid reason for discontinuance of a program, unit, or function, employees may petition for review through the grievance procedure. In every case of financial necessity, or discontinuance of a program, unit, or function, the university will, as far as its fiscal resources permit, give the employee(s) concerned notice in accordance with the provisions of CWU 305-22 (Termination or Reduction of Employment Due to Financial Necessity or Program Discontinuance). The university may schedule the use of all or part of an employee's accrued annual leave before effective date of termination, unless the employee is eligible and elects to retire from the university before the effective date of termination.