

SECTION 806.11

Dismissal

Dismissal of a classified employee may be effected by the immediate supervisor if an employee's performance of duty or personal conduct is not satisfactory. Normally, dismissal follows previous reprimands for related offenses; however, multiple reprimands for numerous deficiencies may also be considered adequate cause for dismissal.

Immediate dismissal shall be limited to serious offenses or breach of certain personnel policies, i.e., destruction of University property, theft, drug use, disruptive behavior, etc.

An employee charged with or under indictment for a felony or a crime involving moral turpitude shall be terminated or suspended without pay unless, in the option of institutional authorities, there are extenuating circumstances which dictate more lenient action. Employees charged with or indicted for other offenses may be suspended by institutional authorities with or without pay pending final disposition of the charges or indictment. Suspension with pay may be charged against accrued leave.

1. Dismissal Letter

When dismissal becomes necessary, an employee shall be advised of all charges and granted the opportunity to appeal through the informal and formal grievance procedures if the cause for dismissal is not excluded from grievance consideration.

2. Immediate Dismissal

Should the employee's presence be considered a disruptive force in the work area, immediate dismissal without notice may be effected. A dismissal letter will follow containing the appropriate information regarding the grievance procedures.

3. Reinstatement.

Dismissed employees who are subsequently reinstated may have work loss considered a suspension without pay, or on order by the President or the Board of Regents may have back pay restored.

4. Employees Under Written Contract.

Staff employees under written contract may be terminated at any time providing there is just cause. In cases where the contract is not to be renewed by the University, a notice will be given in writing either personally or by certified mail no later than February 1, immediately preceding the expiration of the contract period.

5. Financial Exigency, Reorganization and Program Modification.

Employees who are adversely affected by financial exigency, reorganization or program modification will not have the right to file a grievance or appeal as outlined in the grievance procedures. However, such an employee may appeal to the Board of Regents of the University System of Georgia as set forth in Article IX of the By-Laws of the Board of Regents.