

Oregon Tech Policy
OIT -20-045
Unclassified Administrative Staff Timely Notice, Non-Renewal,
and Termination of Employment

1. Policy Statement

Newly hired Unclassified Administrative Staff engaged through an initial employment period that acts as a probationary period.

When retained beyond the initial employment period, unclassified administrative staff are employed until such time that timely notice is provided to non-renew employment or when termination of employment is warranted without a notice period. This policy outlines processes.

2. Reason for Policy/Purpose

The purpose of this policy is to establish probationary periods for new hires, define required periods for nonrenewal of employment and describe circumstances where termination without notice may be appropriate. The policy serves to assure:

- x Consistency in how employment arrangements are administered for various levels of unclassified administrative staff;
- x Consistency in how the initial employment period for newly hired unclassified administrative staff is implemented for the various levels;
- x Standardization of notice periods for renewals;
- x Termination and nonrenewal of employment

Unless the employee is issued a term contract, no additional written contracts will be issued until the employee separates due to reasons including but not limited to transfers to a new position, retirement, resignation, nonrenewal, termination for cause, death, etc.

Internal transfers of existing unclassified administrative staff position to another within the university do not require a new probationary period. A classified staff member or faculty who accepts an unclassified position is required to complete a probationary period.

b. Non-Renewal of Employment

When the employment of an unclassified administrative staff member is not to be continued, a written notice will be given providing at least ninety (90) days prior to the effective date of the last date of employment. Such a notice may be issued at any time.

The nonrenewal of employment may be utilized for any disciplinary reason, including without limitation, financial hardships, reorganization/restructuring, position elimination, the expansion of job duties rendering the existing employee unable to perform essential functions of the job or meet adjusted/expanded minimum qualifications, or any other reason within the discretion of the president.

During the period between notification of nonrenewal and the end of the appointment, the direct supervisor or another institutional designee may: direct the employee to continue performing the work of their current position, reassign the employee to another position, or give one or more special assignments. Noticed employees retain the option of voluntarily resigning, if eligible, in lieu of nonrenewal.

As a nondisciplinary measure, no reason is necessary for nonrenewal of employment. Nonrenewal is not an appropriate option when termination for cause is justified.

Employment relationships that are renewed are not grievable.

c. Termination of Employment for Cause

The president reserves the right to immediately terminate an employment for cause at any time. No notice period is required.

Just cause includes, but is not limited to, insubordination; violation of university policies in the area of sexual harassment and/or other prohibited discrimination; unwillingness or inability to fully and faithfully carry out the duties of the position or otherwise render effective service; gross misconduct in violation of Oregon Tech policies, rules, or regulations, and applicable state or federal laws. Bases for just cause are set forth in greater detail in the Oregon Tech policy 5800210325.

d. Transitions between classified and unclassified administrative staff roles

A classified staff member who accepts an unclassified position is required to complete a probationary period. If an employee moves from an unclassified position to a classified staff role, such transitions will follow guidelines consistent with CBA and the new classified position they may

