

## **SECTION 806.04**

### **Termination of Employment**

Following the progressive discipline outlined in this section, a supervisor may initiate dismissal procedures for employees whose performance or conduct is unsatisfactory. Additionally, a supervisor may initiate immediate termination based on the seriousness of the offense. Unsatisfactory work performance issues are also addressed through performance improvement plans. Failure to correct work deficiencies via these plans may also result in termination.

The employee must be advised in writing of the reason(s) for dismissal, the effective date of such action, and advised of the right to appeal this action to the next highest authority in the organization. Said appeal must be made within five working days of the notification or effective date of termination, whichever occurs first.

In addition to the informal appeal, the employee should also be advised that a formal grievance can be initiated within fifteen working days after the effective date of the action.