

TERMINATION AND RESIGNATION POLICY

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Accessibility level	A	Effective date	April 27, 2015

WRITTEN WARNING PROCEDURE:

1. Before taken a termination decision, the employee would have normally received a written warning letter before he/she is disciplined or discharged for cause.
2. The warning letter shall be specific and shall outline how and when the employee has failed to meet required standards in performing his/her duties.
3. The warning letter shall advise the employee of the possible consequences of continued substandard performance or conduct.
4. A copy of the warning letter will be filed with the Human Resources Office. (to be included in the employee's record)
5. A warning letter to an employee at FBSU will normally specify the period of time that the employee will be given to improve his /her performance and conform to the required standards. At the conclusion of this period, there will be a re-evaluation of the employee's performance assessed by HR and the Department Head. If performance is still unsatisfactory, the employee may be disciplined or dismissed.