



PPSM II-64: Termination of Appointment

Responsible Officer:	Vice President – Systemwide Human Resources
Responsible Office:	SHR – Systemwide Human Resources
Issuance Date:	3/5/2019
Effective Date:	3/5/2019
Last Review Date:	2/1/2019
Scope:	All employees appointed at 100% time to a position designated to be in the Senior Management Group.

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I. POLICY SUMMARY

This policy describes the at will nature of employment of Senior Management Group (SMG) members and termination assistance provisions that may apply to SMG members.

II. DEFINITIONS

Detailed information about common terms used within Personnel Policies for Staff Members can be found in [Personnel Policies for Staff Members 2 \(Definition of Terms\)](#).

Senior Management Group: Individuals whose career appointment is in the Senior Management Group personnel program. Employees with a dual academic appointment at 0% and an appointment to a Senior Management Group position will be considered to possess a career appointment in the Senior Management Group.

III. POLICY TEXT

A. General

A Senior Manager serves at the discretion of the Chancellor or Laboratory Director, the President, or The Regents, as appropriate. A Senior Management appointment may be terminated at will and at any time with or without cause, except in the case of an academic Dean or Provost where dismissal procedures are specified in [Academic Personnel Policy 240](#), "Deans and Provosts".

B. Notice

A Senior Manager who is separated by termination of appointment may receive, at the sole discretion of the University, up to 60 calendar days' notice or pay in lieu of notice.

C. Termination of Assistance

A Senior Manager whose appointment is terminated may, at the discretion of the President, the Chancellor, or Laboratory Director, receive assistance which may include one or more of the following:

Assignment of the Senior Manager to another position if such a position is available, the individual is considered competent to perform the work, and the new assignment is in the University's best interests.

1. Career counseling or outplacement services.
2. Reasonable time off with pay for interviews for other positions both within and outside the University.
3. Financial assistance, subject to approval by the Chancellor, the President, or The Regents as required.

D. Authority

Action to terminate the President or the Principal Officers of the Regents shall be the responsibility of the Board of Regents. Action to terminate the appointment of Chancellors or the Lawrence Berkeley National Laboratory Director shall be voted upon by the Board of Regents upon recommendation of or following consultation with the President. Action to terminate the appointment of other Officers of the University shall be taken by the President upon recommendation of or following consultation with appropriate Officers and shall be reported to the Board. Action to

terminate the appointment of all other Senior Managers shall be taken by the Chancellor or Laboratory Director.

IV. COMPLIANCE/RESPONSIBILITIES

A. Compliance with the Policy

The following roles are designated at each location to implement compliance monitoring responsibility for this policy:

The Top Business Officer and/or the Executive Officer at each location will designate the local management office to be responsible for the ongoing reporting of policy compliance, including collecting all relevant compensation package activity, and creating specified regular compliance reports (such as a monthly compensation compliance report, where appropriate) for review by the location's Top Business Officer.

The Top Business Officer establishes procedures to collect and report information, reviews specified regular compliance reports (such as a monthly compensation compliance report, where appropriate) for accuracy and completeness, reviews policy exceptions and/or anomalies to ensure appropriate approval has been obtained, and submits a copy of the compliance report to the Executive Officer for signature.

The Executive Officer is accountable for monitoring and enforcing compliance mechanisms, ensuring monitoring procedures are in place, approving specified regular compliance reports (such as a monthly compensation compliance report, where appropriate), and sending notice of final approval for the reports to the Senior Management Compensation Office, Top Business Officer, and Local Resources.

The Vice President–Systemwide Human Resources is accountable for reviewing the administration of this policy. The Senior Vice President–Chief Compliance and Audit Officer will periodically audit and monitor compliance to these policies, and results will be reported to senior management and the Regents.

B. Noncompliance with the Policy

Noncompliance with the policy is handled in accordance with the Regents' [Guidelines for Corrective Actions Related to Compensation Practices](#) and [Guidelines for Resolution of Compensation and Personnel Issues Resulting from the Findings of Audits and Management Reviews](#).

V. PROCEDURES

The Responsible Officer may develop procedures or other supplementary information to support the implementation of this policy. Such supporting documentation does not require approval by the Regents.

VI. RELATED INFORMATION

- [Academic Personnel Policy 240 \(Deans and Provosts\)](#) (referenced in Section III.A. of this policy)
- [Guidelines for Corrective Actions Related to Compensation Practices](#) (referenced in Section IV.B of this policy)
- [Guidelines for Resolution of Compensation and Personnel Issues Resulting from the Findings of Audits and Management Reviews](#) (referenced in Section IV.B of this policy)

VII. FREQUENTLY ASKED QUESTIONS

Not applicable.

VIII. REVISION HISTORY

March 5, 2019: Updated web links and office titles and made typographical amendments.

December 13, 2018: Policy changes:

- Technical edits: changed policy contact information
- Remediated to meet Web Content Accessibility Guidelines (WCAG) 2.0.

September 1, 2012: Reformatted into the standard University of California policy template.

June 25, 1996: Issuance date.