

1-30-2008

## AS Minutes 2008 01 30 Staff Terminations

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MOTION: That the Faculty Assembly endorse the following recommendations for staff termination policy, to be sent as a memo to the President.

Memo

To: Sr. Therese Antone, President

From: Faculty Assembly

Re: Staff Termination policy

Date: January, 2008

As member of a community which seeks to treat each individual with respect and dignity as embodied in the University's mission statement, the Faculty Assembly would like to propose the following policy related to staff terminations:

- a) that staff who are to be terminated be given a notice period so as to prepare for this transition. (some schools specify 30 days in their staff handbooks; all note, however, that no notice is given in cases of employee misconduct)
- b) that a good faith effort be made to transfer the employee to a comparable position in the institution.
- c) that staff members be provided with a severance package according to their years of service. (A copy of Merrimack College severance policy for staff and administration is attached.)

We believe that adopting a policy similar to this would be well received by all employees of the University and would be very much in keeping with our stated mission values.