Terminal Appointment - Employees hired on a terminal appointment will be notified of their last date of employment as stated at the time of hire or reappointment. If a terminal appointment is not to be continued, is being extended or ends before the specified term date, the Association will give as much notice as possible under the circumstances. A terminal appointment is not a contract of employment and is subject to employment at-will standards. All vacation time must be used prior to the last day of a terminal appointment.

Association-Initiated Separation – Employment is on an at-will basis. Either an employee or the Association may end the employment relationship at any time for any lawful reason with or without cause or notice. The Association will normally provide as much notice as possible given the circumstances of the separation. Generally, Association-initiated separations are most often related to funding, need for position, or performance. Because the Association is dependent on public funding, grants, and contracts, the Association may be subject to budget cuts, face funding pressures, or need to realign staffing structure to meet local program needs and priorities. In such instance, a process for a reduction-in-force or hours may be initiated. An individual whose non-temporary position has been eliminated as part of a reduction in force or reduction in hours may be eligible for recall for a period of up to one year from the date of the reduction. The Association will make every attempt to be prudent and fair in all of its decisions concerning any reduction-in-force, reduction in hours and recall. The Association may consider prior performance, skills and other qualifications in decision-making.

Appeal of Association-Initiated Separation - If an employee feels that employment termination was unlawful, he/she may file a written appeal, with the Executive Director within seven calendar days of the effective date of the termination. If the Executive Director initiates the separation or is the employee being separated, then a written appeal may be made to the Board President. Written appeals must contain the following:

1) The law or regulation allegedly violated;
2) A factual and concise statement of facts surrounding the termination;
3) The remedy sought.

The Executive Director (or Board President, if applicable) will investigate the appeal and make an appropriate decision based upon the facts of the issue as soon as reasonably possible. The decision will be communicated in writing to appropriate staff.

Accumulated Benefits – Upon separation, an employee is eligible to receive compensation for all accrued and unused accumulated vacation leave days based upon the association’s accrual schedule.