

Local Procedure 64: Termination and Job Abandonment

Responsible Officer:	UCOP Chief Human Resources Officer
Effective Date:	5/5/2025
Scope:	Professional & Support Staff and Managers & Senior Professionals Employees represented by a union should consult their applicable collective bargaining agreement . Policy-covered academic appointees should consult the Academic Personnel Manual . UCOP local procedures apply only to UCOP employees. Employees at other UC locations should consult their respective local procedures.
Contact:	UCOP Local HR Procedure

I. PROCEDURE SUMMARY

This procedure provides requirements for implementation of the systemwide [Personnel Policies for Staff Members \(PPSM\) 64: Termination and Job Abandonment](#) for local University of California Office of the President (UCOP) employees.

II. PROCEDURE TEXT

A. Job Abandonment

Before pursuing termination of an employee due to job abandonment, a division/department head or designee must consult with the departments assigned [Human Resources Business Partner](#).

When there are mitigating circumstances, HR Business Partner may extend the time limits described in PPSM-64 in consultation with UC Legal.

B. Termination: Managers & Senior Professionals (MSP) – Manager 3 and Below

Before terminating an MSP employee, a division/department head or designee must consult with the HR Business Partner. A proposed MSP termination must be approved by the [Chief Human Resources Officer \(CHRO\)](#) of Local UCOP HR and [UC Legal](#) before issuing the notice of intent to terminate.

For positions above Manager 3, refer to PPSM-64.

C. Notice of Intent to Separate or Terminate

1. Notice Requirements

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A notice of intent to separate or terminate will be prepared by the relevant division or department, with the assistance of the HR Business Partner. The notice will include a statement outlining the reasons for the proposed action, any supporting materials on which the termination is based, and a notification that the employee has the right to respond, either orally or in writing, within 8 calendar days from the date of the notice. The notice will specify the Official Reviewer (often referred to as a “Skelly Officer”) to whom the employee should direct their response.

The Official Reviewer will be appointed by the [HRBP Director](#) and/or the [Employee Labor Relations Manager](#) of UCOP Local HR will be at least one administrative level higher within the direct organizational structure than the person who issues the notice of intent.

When issuing the notice, the employee's immediate supervisor or manager should arrange a meeting that includes the employee, the immediate supervisor (or the department head if the immediate supervisor is unavailable), and the department's HR Business Partner. The notice must be delivered to the employee in person, via overnight mail, and by email by either the HR Business Partner or the immediate supervisor/manager. Additionally, a copy of the notice of intent and any supporting documentation should be provided to the HR Business Partner.

2. Employee Representation

An employee who receives a notice of intent may be assisted by a representative of their choosing, except that a supervisory or confidential employee may not represent a non-supervisory or non-confidential employee; and a non-supervisory or non-confidential employee may not represent a supervisory or confidential employee.

3. Review Process

After the employee has responded to the notice, or after eight calendar days, whichever comes first, the Official Reviewer will review the response in consultation with the division/department head and HR Business Partner. The division/department head will notify the employee in writing of the action to be taken.

If termination action is to be imposed, the employee will be advised of their right to review under [PPSM-70: Complaint Resolution](#).

III. COMPLIANCE/RESPONSIBILITIES

A. Implementation of the Procedure

The [Chief Human Resources Officer \(CHRO\) of UCOP Local Human Resources \(HR\)](#) is the Responsible Officer for this procedure and has the authority, in consultation with the appropriate UCOP leadership, to implement the procedure. The Responsible Officer may develop other supplementary information to support the implementation of this procedure.

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These procedures apply to all units under the jurisdiction of UCOP, including UCPATH.

B. Revisions to the Procedure

UC local procedures supplement [systemwide Presidential policies](#). When a systemwide policy is updated, the corresponding local procedure will be updated accordingly.

The CHRO of UCOP Local HR has the authority to initiate revisions to the procedure and ensure that procedures are regularly reviewed and updated, consistent with other UC policies, procedures, and applicable law.

C. Approval of Actions

All actions applicable to employees covered by this procedure that exceed this procedure (i.e. exceptions) must be approved by the CHRO of UCOP Local HR, consistent with the requirements of the applicable systemwide policy. Requests for exceptions to the applicable systemwide policy must be made to the officer described in that policy.

D. Compliance with the Procedure and Applicable Systemwide Policy

If there is a conflict between a local procedure and a systemwide policy, the content of the systemwide policy governs. Individual departments may maintain documented processes applicable to their internal operations or activities, but those processes may not conflict with this procedure or the applicable systemwide policy.

The CHRO of UCOP Local HR is responsible for the administration of this procedure.

IV. RELATED INFORMATION

- [PPSM-64](#): Termination and Job Abandonment (referenced in Section I)
- [PPSM-70](#): Complaint Resolution (referenced in Section II.C.3)
- PPSM [62](#), [63](#), and [64](#) (referenced in Section III.E)

V. REVISION HISTORY

May 5, 2025: Revisions made to:

- Streamline and clarify the information provided
- Eliminate redundancy
- Reorganize content
- Update web links and office titles
- Ensure compliance with Web Content Accessibility Guidelines (WCAG) 2.0

August 1, 2017: Initial issuance of procedure