

## **INVOLUNTARY SEPARATIONS**

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### **I. PURPOSE**

The purpose of this chapter is to specify the responsibilities and procedures for terminating employment for cause (other than lack of work to be performed or the expiration or completion of an appointment) of employees serving under the following types of appointment:

- A. Temporary employees with “not-to-exceed” appointments of 90 days or more.
- B. Non-preference employees in the Excepted Service with less than two years of service, with the exception of employees in the Student Educational Employment Program.
- C. Preference eligible employees in the Excepted Service with less than one year of service.

### **II. INTRODUCTION**

CDC policy is to inform an employee of the reasons when employment at CDC is to be involuntarily terminated for cause. Normally, a letter outlining the reasons will be given to an employee in advance of the termination date. The amount of advance notice to be given an employee will depend on the circumstances of the specific case.

### **III. REFERENCES**

- A. 5 C.F.R. Part 213
- B. 5 C.F.R. Part 302
- C. 5 C.F.R. Part 316

### **IV. REQUIREMENTS**

- A. Center, Institute, or Office (CIO)

The CIO requesting the involuntary termination of a covered employee will ensure

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that information for the preparation of the termination letter is forwarded to the Director, Human Resources Management Office (HRMO). The information documented will include the following:

- Reasons for requesting the termination, including relevant documentation;
- Information that sufficient efforts were made to help the employee in the work situation in cases involving performance deficiencies.

#### B. Human Resources Management Office

The termination letter to the affected employee will be prepared in HRMO for the signature of the Associate Director for Management and Operations. The letter will then be provided to the CIO for employee notification.