



Ohio Administrative Code

Rule 3337-41-12 Terminated and disciplinary action for administrative appointments.

Effective: July 1, 2022

(A) Overview

The following procedures shall be used in connection with the, involuntary termination and discipline of at will administrative employees appointed pursuant to policy 40.106. Administrative employees are also subject to policy 40.005

(B) Involuntary termination

An administrator is an at-will employee and may be involuntarily terminated at any time for cause or no cause at all.

Administrators involuntarily terminated without cause may be terminated at any time. Said administrators shall receive notice of the employment termination no later than thirty days prior to the effective date of employment separation. Supervisors shall consult with UHR before implementing an involuntary termination without cause.

Administrators involuntarily terminated with cause may be terminated anytime in accordance with the disciplinary guidelines established below. Involuntary terminations with cause shall be effective immediately. Supervisors shall consult with UHR before implementing an involuntary termination without cause.

(C) Discipline, suspension, demotion, and dismissal

Administrators may be disciplined, suspended, demoted, or terminated for cause at any time in accordance with the procedures set forth in this policy. Prior to a disciplinary action, suspension, demotion or termination for cause, an administrative employee shall be given written notice of the basis for the proposed action and an opportunity to respond to the charges. Supervisors shall consult with UHR before implementing a disciplinary action, suspension, demotion, or termination for



cause.

Notwithstanding the pendency or final disposition of any criminal charges, the administrative employee may be disciplined, demoted, or dismissed in accordance with this policy.

(D) Administrative leave

An administrator who is subject of an investigation may be placed on paid administrative leave to remove the employee from the workplace if the chief human resources officer, in consultation with the planning unit head decided it is in the best interests of Ohio university to do so.

An employee may be placed on administrative leave if it is determined that

- (1) The circumstances giving rise to the leave would unduly limit the ability of the employee to perform his or her university duties;
- (2) The continued presence of the employee on campus would interfere with the ability of other employees to perform their university duties; or
- (3) The continued presence of the employee on campus would disrupt university operations.

(E) Appeal

A regular administrative employee has the right to grieve a disciplinary decision equal to a suspension of greater than three days, involuntary demotion, or termination for cause in accordance with Ohio university policy 41.011. Involuntary terminations without cause are not subject to appeal under Ohio university policy 41.001.