

**Reference :** HUMAN RESOURCES  
**Section :** EMPLOYMENT PRACTICE  
**Title :** TERMINATIONS  
**Policy Number :** 04-02-05  
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**Revision Date :**

## **I PURPOSE**

The purpose of this policy is to define the Authority's procedure for terminating employees.

## **II POLICY**

Appropriate supervisory staff are delegated the power to suspend an employee for proper cause. This delegation includes the authority to suspend with intent to terminate. When events, therefore, suggest a need to terminate an employee, a suspension shall be imposed subject to contractual requirements.

Any form of disciplinary action, including a suspension with the intent to terminate, should be coordinated with Human Resources. The recommendation for termination must be forwarded through the office of the appropriate branch head. If the branch head concurs, such action is forwarded through Human Resources to the Executive Director for final action.