

## SEPARATION (TERMINATION) (PROCEDURE)

### Dismissals, Suspensions, and Reductions in Forces. Notices

#### 1. Notice

~~The notice shall describe specifically each ground or reason claimed as justification for the dismissal, suspensions, or reduction in forces in detail sufficient for the staff person to commence such grievance procedures as provided in Section 65-500 of the Oglala Lakota College's Personnel Policies.~~

a. Time of Notice: Notice of dismissal may be given at any reasonable time. Notice of termination due to reduction in force shall be given as early as practicable.

b. Service of Notice: Notice shall be given in writing and shall be either given to the staff person in person or sent by registered mail to the address of the staff person. If notice is mailed, it is deemed given upon the date of the mailing. In any case the notice shall be contained in a sealed envelope addressed to the staff person and marked confidential. A signed and dated receipt shall be requested of the staff person in the case of personal delivery and a return receipt shall be requested in the case of mail delivery.

c. Source of Notice: The notice shall be the responsibility and signed by the appropriate Vice President and President. If the notice is directed to the President, it shall be the responsibility of and signed by the OLC Board President.

d. Contents of Notice: The notice shall describe, specifically each ground or reason claimed as justification for the dismissal, suspension, reduction in force, elimination of positions in detail sufficient for the staff person to commence such procedures for review as provided in Section 65-500 of the Oglala Lakota College's Personnel Policies.

#### 2. Effective Dates of Action

The effective date of the dismissal, suspension, reduction in force, or elimination of positions shall be specified in the notice of the action.

#### 3. Notification

- a. The supervisor notifies the Personnel Office that the employee has been terminated, has failed the probationary status or has quit his /her employment. The notification must be in writing and will include the effective date of the action,
- b. The Personnel Office will notify the Payroll Office and the Technology Department via Vice President of Business by email of the personnel action and the effective date. ~~(The VP of Business should also be notified.)~~
- c. The Personnel Office will notify the Supervisor that before the final ~~timesheet~~ timecard is approved and paycheck is released, any reports and all OLC property (i.e. keys, electronic devices, office equipment, passwords, license agreements, etc.) will need to be completed-returned.
- d. ~~The Personnel Office will notify the supervisor and the employee. That the employee's final paycheck will be held in the~~ deposited into their account once their timecard has been approved by their immediate Supervisor and their immediate Supervisor has received all department requirements. The immediate Supervisor will need to notify the Personnel Office that department requirements were completed. The Personnel Office until the will notify the Payroll office to process their final paycheck. The Personnel Office is notified in writing if the employee has returned all OLC property. (i.e. keys, computers, etc.)
- d. ~~The final payroll check will be forwarded to the Personnel Office from the Payroll Office for release pending the return of all OLC property and keys. If notification isn't received from the Supervisor prior to the Friday when payroll is dispersed, the Personnel Office will release the final paycheck.~~ may determine on a case-by-case basis an importance of the data required from the employee's email account before termination of the account.