

II. EMPLOYMENT PROCESS

H. Termination of Employment

4. For Cause

Termination for cause (or dismissal) refers to the termination of an employee because of misconduct or unsatisfactory performance. Termination for misconduct is usually swift and without notice but thoroughly documented. Termination for cause as a result of unsatisfactory performance requires accurate documentation in the form of a performance improvement plan (PIP), indicating the specific reasons for performance improvement, any corrective action and/or training required to improve the performance and the next steps, including and up to termination, if successful improvement is not achieved. Any recommendations for termination for cause must be reviewed by the HR Representative and approved by the Executive Director and subject to the approval of the Board.