

Louisiana State University

Office of Facility Services

Operating Instruction 3801

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SUBJECT: PROCEDURES FOR SEPARATION FOR CAUSE (CLASSIFIED EMPLOYEES)

I. General

- A. The Office of Facility Services has established a standard procedure to follow when determining if an employee is to be separated with cause (fired).
- B. Facility Services will ensure that the Positive Disciplinary System is followed, depending on the severity of the violation.

II. Procedures

- A. **Investigative Stage**-The following procedures will be followed when a supervisor has reason to believe that an employee should be separated for cause.
 - 1. Supervisor discusses case with their department head.
 - 2. Department head discusses case with the Facility Services Human Resources Management (HRM) Manager.
 - 3. The department head, supervisor and Facility Services HRM Manager will investigate the case. During this step, an interview will be held with the employee facing separation.
 - 4. The Facility Services HRM Manager will review the case with the Director and the LSU Human Resources Management office.

B. Intent to Separate for Cause Stage-The following procedures will be followed if the final results of the investigative stage are a recommendation for separation action.

1. The department head, supervisor and Facility Services HRM Manager will meet with the employee to review the case and discuss the department's intent to separate the employee. During this meeting, a permanent employee will be given the opportunity to schedule a meeting with the LSU Human Resources Management office if he/she desires. This meeting will be scheduled through the Facility Services HRM office.
2. The petitioning employee may ask to have in attendance a spokesperson, representative or witness, and may introduce any information pertinent to the case during the meeting.
3. Separation for cause requires appointing authority approval and is appealable to the Civil Service Commission.