

## **7111      TERMINATION OR REMOVAL OF EMPLOYMENT**

7111.1    Employees may voluntarily terminate their employment relationship at any time, but are expected to provide not less than two (2) weeks advance notice of intent to vacate their position.

7111.2    The Executive Director shall conduct a reduction-in-force in the following manner:

- (a)      The Executive Director shall have sole discretion to determine the organizational structure, number of positions, classifications and positions in the Authority. The Executive Director may reduce the size of the workforce, including by the abolition of positions, when the Executive Director determines that such action is necessary or prudent. Except as otherwise provided by law, no outside agency may substitute its judgment for that of the Executive Director as to the prudence of such action.
- (b)      Permanent employees subject to termination by a reduction-in-force shall receive prior written notice of the action to be taken, the effective date of the action and the employee's appeal rights. The termination of an employee by a reduction-in-force shall not be considered a removal for cause under these policies.
- (c)      Collective Bargaining Unit Employees shall be subject to termination by a reduction-in-force in accordance with the terms of any unexpired collective bargaining agreement.

7111.3    Exempt Employees serve at the pleasure of the Executive Director, and may be terminated without cause and with no appeal rights.

7111.4    Permanent employees may be removed for cause or misconduct as described in these policies. Except for the Executive Director, no supervisor may terminate the employment of an employee under his or her supervision without the prior concurrence of the Division Chief. Permanent employees subject to removal shall receive prior written notice of removal that includes:

- (a)      A statement of cause for removal;
- (b)      The place where the employee may inspect the personnel file pertaining to him or her; and
- (c)      The employee's appeal rights.

7111.5    Collective Bargaining Unit employees may be removed at any time, for cause and with notice as required by the Collective Bargaining Agreement. Notice of removal shall be in writing. Except for the Executive Director, no supervisor may terminate the employment of

an employee under his or her supervision without the prior concurrence of the Division Chief. Collective Bargaining employees are entitled to, and shall receive, prior written notice of removal that includes:

- (a) A statement of cause for removal;
- (b) The place where the employee may inspect the personnel file pertaining to him or her; and
- (c) The employee's appeal rights.

SOURCE: Notice of Final Rulemaking published at 42 DCR 6914, 6922-6923 (December 8, 1995).