On Your Letterhead

Date

TO: Employee ID #

FR: Supervisor

RE: Recommendation for Termination

This letter serves as notice of my recommendation to terminate your employment as Title with the Department of XXXX, because you failed to successfully complete the provisional employment period. You will be placed on administrative leave with pay from the date of receipt of this letter until the final determination is made regarding your employment status. A pre-termination conference is scheduled via a conference call on Date, at Time am/pm. Please dial xxx-xxx-xxxx and use conference ID xxxxxx. (If you require Americans with Disabilities Act (ADA) accommodations for this meeting please contact Human Resources at 852-6538 prior to the meeting.)

In accordance with Personnel Policy 1.08 - Employee Categories and Status, II, D, **“***Provisional Employment Status are all newly hired employees serving in a provisional employment period of six months. The provisional employment period is designed to give the University an opportunity to determine whether the employee is suitable for and competent to perform the work for which he or she is hired. The decision as to the employee's suitability and competency is the sole responsibility of the University. …. An employee may be terminated at any time during the provisional employment period.”*

During the pre-termination conference you will have an opportunity to respond to this recommendation for termination, as described below:

1. A management representative from your department will provide a statement summarizing the reasons for recommending termination of your employment.
2. You may respond to the information upon which management is basing their decision and provide statement in response, offering reasons or mitigating or extenuating circumstances that you would like taken into consideration.
3. After each party has presented their position statements, each may submit clarifying questions to the Human Resources representative that they would like presented to the other party. Human Resources will exercise discretion as to the relevance and appropriateness of any question; and, decide whether it should be presented. There will be no direct exchange between parties during the question period.
4. Human Resources and the management representative will briefly adjourn to confer privately with the employee’s department head or director to determine if the decision is to proceed with termination of your employment, rescind the notice, or hold the decision in abeyance pending the need for further information.
5. At the close of the pre-termination conference, if the department proceeds with termination and you have not already done so, you will be required to:
* return your campus identification card
* return all university keys and/or access cards
* return any university property such as tools or other equipment
* remove your personal property from your locker and/or desk

You may be accompanied by, and consult with a non-participating advisor of your choice during the course of the pre-termination conference. The role of an advisor is to advise and confer with you privately; but not to participate actively. Attorneys may not serve as advisors in the pretermination conference. The University has a Staff Grievance Officer, Will Adamchik, who may be available to consult with you prior to the pretermination conference. You may contact Mr. Adamchik at 852-7381 to arrange for his assistance.

In accordance with Personnel Policy 5.01- Disciplinary Policy, II, F,*Employees who are terminated for cause under the provisions of this policy may be determined to be ineligible for rehire; provided that the employee receives notice of being determined ineligible for rehire at the time of termination and has the opportunity to respond.*  This recommendation includes/does not include a recommendation to deem you ineligible for rehire within the University of Louisville or any of its affiliates.

If you have any questions regarding this matter, please do not hesitate to contact me at 852-XXXX

Cc: VP, Dean, Department Head

 UBM

 Donna Ernst