

Addendum to the Staff Handbook

Revised 6/1/2013

Classified staff employees who have been reappointed will receive a “Memorandum of Appointment” before the end of the fiscal year. The Memorandum of Appointment includes some of the terms of employment for classified staff employees.

Non-classified staff employees who have been reappointed will receive a contract letter before the end of the fiscal year. The letter of reappointment includes some of the terms of employment for non-classified staff employees.

The employment of a classified or non-classified staff employee may be terminated at any time for adequate cause including, but not limited to, admission and/or conviction of a felonious act, moral turpitude, professional incompetence, unprofessional conduct, unauthorized use or abuse of university property, insubordination, excessive absenteeism, theft, physical/mental disability that prevents the performance of required activities, or the neglect of professional obligations.