**Separation of an employee due to negative actions.**

Separation of an employee due to negative actions is known as “For Cause Separation”. You may view the official UGA policy [here](https://policies.uga.edu/pdf/for_cause_separation.pdf).

If a supervisor is experiencing negative work performance they are asked to contact Ecology’s HR Liaison as soon as problems begin to arise. It is imperative the unit meet with and discuss with UGA-HR the circumstances BEFORE informing the employee.

Ecology’s HR Liaison will work directly with the supervisor and UGA-HR to coordinate efforts and guide the supervisor through the process.