

**Current Practice: Retention Notification for Fixed Term “retention notification” positions**

Employees are notified within the periods defined in UWSP 10.05 (above) that their appointments *will* be renewed. Example:

- An employee within the first 2 years in an appointment receives notice by March 31, 2017 that their position is retained for July 1, 2017 through June 30, 2018.
- An employee with 6 years in an appointment receives notice by December 31, 2016 that their position is retained for July 1, 2017 through June 30, 2018.
- An employee with 9 years in an appointment receives notice by September 30, 2016 that their position is retained for July 1, 2017 through June 30, 2018.
- An employee with more than 10 years in an appointment receives notice by June 30, 2016 that their position is retained for July 1, 2017 through June 30, 2018.

Retention dates are tracked and departments/units must inform administration of recommendations for renewal in alignment with these renewal dates. This is outside of and in addition to the department/unit annual review process.

**Effective February 15, 2018**

Notice periods described in UWSP 10.05(1) will remain (and are *minimum* notice periods).

Written notice will be provided when a position *will not* be retained. The absence of notice indicates to the employee that employment is continuing.

The annual review process/documentation will be modified to include an indication that retention/continued employment is recommended or that non-retention is recommended, or that retention is at risk.

A process for a supervisor to request non-retention will be defined, including the required documentation. The non-retention will be managed through the appropriate Vice Chancellor and Human Resources.

Notice of non-retention can happen at any time throughout the year. In most cases decisions are made based on the end of a fiscal year:

- An employee with a three month notice period can be notified by March 31, 2018 (or earlier) that their appointment will end June 30, 2018.
- An employee with a six month notice period can be notified by December 31, 2018 (or earlier) that their appointment will end June 30, 2019.
- An employee with a nine month notice period can be notified by September 30, 2018 (or earlier) that their appointment will end June 30, 2019.
- An employee with a 12 month notice period can be notified by June 30, 2018 (or earlier) that their appointment will end June 30, 2019.

If a decision is not made nor notice given within the notice period dates *prior* to the end of the fiscal year, notice can still be given. For example:

- An employee with a six month notice period can be notified by March 31, 2018 that their appointment will end September 30, 2018.

**LONGER NOTICE PERIODS CAN AND WILL BE ENCOURAGED**

**Non-retention decisions may be grieved in accordance with UWSP 10.03(b)**