

REQUEST TO INITIATE THE TERMINATION PROCESS

Local Councils are required to obtain a Termination Code in order to finalize the termination of a Professional Scouter (any Pre-Commission or Commissioned Professional, Pre-certified or Certified LFL Executive). Scout Executives are directed to confer with, and seek advice from their Area Directors to ensure that the decision to terminate is in accordance with Council policies and practices, and that it is consistent with the values and mission of Boy Scouts of America. (See BRIEFCASE, 1016, 1017 and 1018.) This completed form must be submitted to BSA Legal (Employment Relations team) in order to receive the termination code. A completed copy of this form, along with a termination code, will be returned to the Scout Executive authorizing issuance of a letter of termination. (See BRIEFCASE 1017C.) ***ALL Requests should be submitted electronically, via fax or email, to BSA Legal, Employment Relations Specialist, S223.***

Council Name _____ No. _____ City _____ Region _____ Area _____

Employee Name _____ Employee ID No. _____

Current Home Address _____ Phone No. _____

Current Annual Salary _____ Position Title/Code _____ Grade _____

Please select below reason for termination/separation:

RESIGNATION

- Voluntary (attach copies of employee’s letter of resignation and council’s acceptance of resignation of professional)
- Involuntary (attach explanation) Other (explain)

TERMINATION (Other)

- Attached detailed explanation

UNSATISFACTORY PERFORMANCE

- PIP (attach plan) Other (attach explanation)

MAJOR INFRACTION OF WORK RULES

- Attach detailed explanation, along with “Staff Member in Trouble Worksheet” (Briefcase 1016)

BUDGETARY CONSIDERATION (Contact the HR Placement team if this person wishes to be placed and you approve.)

- Reduction in Force (R.I.F.) Position Elimination Other (attach detailed explanation)

Document Submission

- Performance Goals attached (for performance related terminations)
- Letters and/or factual report enclosed
- Attach corrective action or improvement plan evaluation and any correspondence following interim reviews

Area Director Review

- Area Director advised on _____ (Date)
- Area Director reviewed the Performance Plan (PIP/WIP/CAP) on _____ (Date)
- I have reviewed the facts and rationale in this case and conclude that the Council’s decision to terminate this employee is consistent with the personnel policies and procedures of Boy Scouts of America and consistent with the values of Scouting.
- I have reviewed the facts in this case and recommend further review of this request. I, therefore, cannot concur at this time.

Area Director Signature: _____ Date: _____

SUBMITTED BY:

Scout Executive Signature: _____ Date: _____

This council: _____ would _____ would not consider this employee for reemployment.

Explain: _____

This separation causes a vacancy: _____ yes _____ no.

We would prefer: _____ a new person _____ an experienced person. Salary range council is prepared to pay: _____ to _____

National Council Concurrence:

- I have reviewed the facts and rationale in this case and conclude that the decision to terminate this employee is consistent with the personnel policies and procedures of Boy Scouts of America and consistent with the values of Scouting.
- I have reviewed the facts in this case and have substantial doubts that this termination of employment meets National Council standards. I, therefore, cannot concur.

_____ Date: _____ **TERM CODE:** _____