

**Reference:** HUMAN RESOURCES  
**Section:** EMPLOYMENT PRACTICE  
**Title:** TERMINATIONS  
**Policy Number:** 04-02-05  
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**I. PURPOSE**

The purpose of this policy is to define the procedure for terminating employees by the Niagara Frontier Transportation Authority and the Niagara Frontier Transit Metro System, Inc. (collectively referred to as "NFTA" or "Authority").

**II. POLICY**

Appropriate supervisory staff are delegated the power to suspend an employee for proper cause. This delegation includes the authority to suspend with intent to terminate. When events, therefore, suggest a need to terminate an employee, a suspension shall be imposed subject to contractual requirements.

Any form of disciplinary action, including a suspension with the intent to terminate, should be coordinated with Human Resources. The recommendation for termination must be forwarded through the office of the appropriate Department Manager. If the Department Manager concurs, such action is forwarded through Human Resources to the Executive Director for final action.