



through the Program Coordinator and cite the reasons for requesting the termination. The Program Coordinator will make the final determination on termination.

Subrecipients must be fair and consistent in the termination of participants. Participants may not be terminated from the program solely on the basis of their age nor shall the recipient impose an upper age limit for participation in the program.

Termination notices must inform the participant of the grievance procedure, and the termination must be subject to the applicable grievance procedures described in 20 CFR 641.910. The regulations do not permit any other reasons for involuntary termination.

A participant may be terminated or exited from the SCSEP/MASST program for reasons specified in this policy.

**Participant Voluntary Separation.** A participant may voluntarily separate or exit from SCSEP for any one of the following reasons:

- unsubsidized employment;
- relocation outside of the Service Area;
- retirement;
- health reasons;
- institutionalization;
- personal or family reasons;
- incapacitation or death.

**Participant Involuntary Termination.** Participants may be involuntarily terminated from the local SCSEP Project (Project) for:

- providing false information to the Project;
- exceeding their durational limit (48 months on program);
- refusing to accept three job offers or referrals to unsubsidized employment consistent with the participant's Individual Employment Plan (IEP) and there are no extenuating circumstances that would hinder the participant from moving to unsubsidized employment; or
- failure to report unsubsidized employment;

OR

- the participant was found ineligible for enrollment during recertification; or
- staff/recipient incorrectly determined the participant to be eligible for the program.

**Participants may be involuntarily terminated “for cause” due to:**

- aiding competitor of host site or self-employment;
- annoyance of fellow participant or employee;
- endangering the lives of themselves or others;
- exceeding authority;
- failure to keep commitments;
- failure to report for training;
- falsification of time sheets or other official records;
- fighting or other physical aggression;
- gambling at the host site;
- imminent threat to health or safety posed by participant;
- incitement of fellow host site employees;
- incompetence or failure to respond to training;
- injury to host site by participant behavior to customer or client;
- insubordination, refusal to accept changed duties or location of host site;
- insubordination, refusal to accept disciplinary action;
- insubordination, refusal to increase production;
- insubordination, refusal to work training hours;
- insubordination, that is, intentionally refusing to carry out the direction or instructions;
- intentional disclosure of confidential or private information obtained from the host agency, subrecipient, or job center;
- lying, obscene/abusive, bullying of co-workers, harassing, or threatening language or behavior;
- misbehavior or rudeness toward other employees or customers;
- non-compliance with substance abuse policy;
- participant unfit or unable to perform training duties;
- participant's misbehavior in the host site while off duty;
- physical violence or intentional destruction of property;
- possession of a weapon;
- refusal to comply with the IEP without good cause (except for violations of work referral);
- refusal to cooperate with the recertification, assessment, or IEP process;
- repeated refusal by the participant to perform specific actions;
- sexual harassment;
- sleeping during training hours;
- theft of property;
- threatening violence or committing a violent act;

- training abandonment or not performing duties;
- training under the influence;
- unauthorized possession of property belonging to the project or host agency work site;
- unauthorized release of confidential information obtained from project office or host agency;
- uncooperative attitude;
- unresolved dispute with host site supervisor or case manager;
- using community service site or DOLWD property for personal business;
- viewing pornographic sites or movies on host site computers;
- violation of a law;
- violation of break time including failure to return from an approved break by the required date without due notice or good cause; or
- violence, including but not limited to physical or extreme verbal violence at the training site.

**Individual Employment Plan (IEP) “for cause” terminations include refusal to:**

- accept training opportunities outlined in IEP;
- accept a new community service assignment to enhance skill development in support of IEP goals;
- accept supportive services that will enhance the participant’s ability to participate in a community service assignment consistent with IEP;
- participate in project-offered services such as job search or resume writing; or
- cooperate with the recertification, assessment, and IEP processes.

**Voluntary Separation.** Termination notice is not required to be given to a participant who voluntarily separates or exits from SCSEP. However, the participant must sign and date the SCSEP Exit Form. If it is not possible for the participant to sign the SCSEP Exit Form, then note the reason in the Exit Comments box or in a case note that the case worker signs and dates.

**Procedures.** Staff and subrecipients must follow DVR and DETS SCSEP/MASST Participant Termination Procedures which may be located by going to the following link:  
[https://labor.alaska.gov/masst/MASSTforms/MASST\\_Participant\\_Manual.pdf](https://labor.alaska.gov/masst/MASSTforms/MASST_Participant_Manual.pdf) .