

# Termination of Employment

**It is the policy of the Library to terminate employment because of an employee's resignation, discharge, or retirement; the expiration of an employment contract; or a permanent reduction or reorganization of workforce. Discharge can be for any reason not prohibited by law. In the absence of a specific written agreement, employees are free to resign at any time and for any reason, and the Library reserves the right to terminate any employee at any time for any reason.**

Employees are requested to give written notice of their intent to resign. Failure to give written notice may result in forfeiture of non-vested Library benefits and ineligibility for re-employment. The following are the guidelines:

- Fulltime staff - four weeks notice.
- Part time staff - two weeks notice.

Employees who are absent from work for three consecutive days without being excused or giving proper notice will be considered as having voluntarily terminated their employment.

Supervisors should send notices of resignation or recommendations for termination to the Director for review. These notices or recommendations should be accompanied by any needed supporting documents, such as performance appraisals or disciplinary reports. Typically, all terminations should be cleared by the Director before any final action is taken.

Notice of involuntary terminations should be handled carefully and discretely, preferably in a private meeting including the employee to be terminated, the supervisor, and the Director.

The Director should conduct an exit interview not later than the employee's last workday, or earlier if a special effort is being made to persuade the employee to remain with the Library.

The Director should maintain written reports of the termination notice meeting and exit interview.

The final pay for terminating employees will be available on the next scheduled payday. The bookkeeper will be responsible for securing the return of Library possessions, such as identification cards, keys, and tools. If the employee owes the Library any monies or is responsible for any lost or damaged property, such accounts are to be settled as originally agreed or by deduction from final pay, unless prohibited by law.

Terminated employees may be eligible for future employment if recommended by their supervisor and approved by the Director.

Terminated employees who wish to be considered for future employment should make their interest known to the director.

Requests for employment references should be made in writing to the Director and should include an authorization by the employee for the release of the requested information. Generally, the Library will not release reference information without the employee's authorization, or will limit the information to verification of the employee's position, job location, and dates of employment at the Library.

Termination and discharge procedures are only guidelines and do not constitute a legal contract between the Library and its employees. The Library reserves the right to implement its policies and procedures as it sees fit. In addition, specified grounds for termination are not all-inclusive since the Library reserves the right to terminate employment for any reason.

Adopted by the Board of Trustees: January 1997  
Amended: June 2010  
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