

HELEN M. PLUM MEMORIAL LIBRARY

**P-31 Termination – Voluntary or Involuntary [FORMERLY P-3]**

Adopted by the Library Board of Trustees, March 11, 2014

Voluntary termination occurs when the termination is initiated by the employee, including resignations, absence from work for three consecutive scheduled days without notifying the employee's supervisor, failure to return to work from leave of absence at the agreed on date, or retirement.

Resignations must be submitted to the supervisor in writing.

Involuntary termination occurs when the termination is not initiated by the employee.

In the case of involuntary termination, the Library Director shall give notice in writing to the discharged employee.

Accumulated compensatory time and earned vacation credits will be paid at the current rate of pay when an employee is terminated.

If it becomes necessary to terminate the services of a full-time employee as a lay-off, the employee shall be given two weeks' notice and severance pay based on the following schedule:

- 1 to 4 anniversary years' service 2 weeks' severance pay
- 5 thru 9 anniversary years' service 3 weeks' severance pay
- 10 or more anniversary years' service 1 month severance pay

While the Library has no desire to deny unemployment benefits to any person who is legally entitled to them, it is the Library's policy to contest all unemployment claims and apply for relief from charges for those claims that do not comply with the requirements of the law.

When an inquiry to verify employment is received by the Business Office regarding a former employee, the Library will state only that a person was employed with the Library, and the dates of employment. Only if an employee submits a request in writing for specific documents from their personnel file, will that additional information be released.