

Hedberg Public Library
B601 Employee Separation
Board Policy
Last update – July 2005

An employee's termination date for all purposes (excepting retirement with a WRS pension) will be the last day actually worked. Payment for accrued vacation and floating holiday time will be included in the employee's final paycheck.

Resignation

Employees are encouraged to give as much notice as possible, especially employees in professional or supervisory positions. Employees should give advance written notice of at least fourteen (14) calendar days.

Layoff

For any number of reasons, a position may be eliminated. If possible, when there is a vacancy, the employee will be placed in a different position for which he/she is qualified. The Library Board will review the position title of any employee scheduled to be laid off.

Employees to be laid off shall be notified in writing as soon as possible prior to the effective date of the layoff. There will be indication of short-term layoff or long-term layoff. With long-term layoff there is no expectation of recall or rehire, and no benefits will be available as of the effective date of the layoff with the exception of COBRA.

Disability

The library director may direct an employee to be examined by a physician when a possible physical disability compromises job performance or safety. Based on the examining physician's report, an employee may be requested to have the disability corrected (when this is possible), the library may accommodate the disability if feasible, in accordance with the ADA, or the library may terminate their library employment and assist the employee in applying for disability benefits.

Dismissal

Reasons for dismissal may include, but are not limited to: substandard work, continual errors, poor attitude, poor attendance, poor public relations, insubordination, or dishonesty. A written warning procedure may precede dismissal in an attempt to correct unacceptable employee performance, but this is not a requirement for dismissal.

Library employees are at all times considered at-will employees and serve at the discretion of the library director or his or her designee. The library director may, at his or her sole discretion, furnish an employee with a written statement for discharge. The library director's determination to discharge an employee shall be final and conclusive.

Retirement

An employee is considered retired when that individual is receiving a pension annuity from the WRS.

For employees with 10 or more years of service who retire from HPL, the City Council adopts a resolution commending the employee for his or her years of service, and presents the commendation on a plaque to the employee at a City Council meeting.

In recognition of an employee's 20 years or more of service, the Board of Trustees will present the employee with a retirement gift. The presentation will occur at a library board meeting or other special occasion as appropriate.