

HELEN M. PLUM MEMORIAL LIBRARY

**P-31 Termination – Voluntary or Involuntary**

Adopted by the Library Board of Trustees, August 20, 2024.

**Voluntary Termination**

Voluntary termination occurs when the termination is initiated by the employee, including:

- Resignation
- Retirement
- Absence from work for three consecutive scheduled days without notifying the Library
- Failure to return to work from leave of absence on the agreed upon date

Employees desiring to terminate their employment relationship with the Library are urged to notify their manager in writing at least two weeks in advance of their intended resignation.

**Involuntary Termination**

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

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

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:

<b>Employment Period</b>	<b>Severance Pay Allotment</b>
1—4 years	2 weeks’ pay
5—9 years	3 weeks’ pay
10 or more years	4 weeks’ pay

**Termination of Employment**

Upon termination (voluntary or involuntary) of employment, accumulated overtime and accrued vacation will be paid at the employee’s current rate of pay.

Exit interviews are typically scheduled for outgoing employees with the HR Coordinator after the notice of intent to terminate is received. The purpose of this interview is to:

- Review eligibility for benefit continuation and conversion
- Ensure that all necessary forms are completed
- Collect Library property that may be in the employee’s possession
- Provide the employee with an opportunity to discuss their job-related experiences

**Unemployment Benefits**

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.

**Former Employee Verification**

When an inquiry to verify employment is received 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.