**End of Employment**

SUPERIOR DISTRICT LIBRARY HUMAN RESOURCES POLICIES AND PROCEDURES
SUBJECT: END OF EMPLOYMENT POLICY
EFFECTIVE DATE: February 28, 2019

**POLICY**

The purpose of this policy is to identify the processes that are necessary at the time an employee terminates employment with any Superior District Library location. The policy applies to all employees including full-time, part-time, permanent and substitute employees. Employees may terminate their employment with the Superior District Library at any time, following the guidelines and restrictions below. In addition, the Superior District Library may terminate an employee's employment at any time. When an employee is separated from employment for any reason the Director has the responsibility to communicate the separation to Human Resources and other appropriate departments to ensure that the procedures of this policy are followed. The Board has officially delegated to the Superior District Library Director the authority to hire, fire, promote, demote, supervise, and discipline all Library staff, and to carry out all duties normally associated with a Library Director.

This policy applies to resignations, terminations and retirements of Superior District Library employees. Some of these steps may be applicable to transfers or employees on leave of absence.

**PROCEDURE**

**I. Notice Requirements**

Employees who resign from any Superior District Library affiliate are responsible for providing appropriate written notice of their intent to resign. The notice establishing the end of employment date must be presented to the supervisor and the District Director. If the notice of intent to resign is given verbally to the supervisor or the Director, the employee must also follow up with a written resignation given to the supervisor and Director. Once received, the Director will confirm the acceptance of the resignation in writing. Notice requirements:

* Hourly paid employees are required to give at least a two week working notice.
* Salaried employees are required to give at least a one month working notice.
* The Director is not required to allow an employee to rescind a resignation, whether given verbally or in writing, once the resignation has been accepted.
* If an employee provides less notice than is required, the employee may be deemed ineligible for rehire.

A supervisor faced with an employee desiring to rescind a resignation should consult with the Director to discuss options.

**II. Termination of Employment**

Facts and circumstances of each case will determine what action up to and including termination of employment is appropriate. An employee whose employment is terminated and who may present a potential risk to the business operations of the library will be directed to leave the location immediately. Decisions to terminate employment may be made in consultation with Human Resources.

**III. Exiting Employees**

When an employee ends employment with any Superior District Library affiliate, the Library Manager of that library is responsible for the following steps. These steps should be completed the last day of employment for voluntary separations and at the time of termination for involuntary separations:

* Initiate the termination documentation by submitting the information to the Director and the HR Manager.
* Contact the Director and the HR Manager to coordinate removal of access to the library’s systems and services.
* Employees may not delete files, email, or other documents off of their computer prior to departure.
* Employee must return all outstanding books and materials to the library and pay any fees owed.

Superior District Library’s systems and services are intended for business activity, and must be protected against activity that does not represent the business interest of the District. Systems and services may include but are not limited to local area networks, dial-in network access, shared file space, e-mail and various departmental, employee, financial and patron information systems and applications. If a business need exists, the Manager may coordinate with Director to set up an auto-response to notify sender how to direct the email traffic.

Library employees who are terminated or laid off may file claims with the Michigan Employment Security Commission to determine eligibility for benefits.

**IV. Separation Process Checklist**

* Retrieve any Superior District Library property such as: name badges, keys, credit cards, library equipment or supplies, uniforms, computer equipment (make arrangements to retrieve any VU equipment that may be at home or off-site), telephone, etc.
* Make sure all paperwork related to any outstanding projects is turned over to the supervisor.
* Contact HR Manager to remove signature authority.
* Discuss and make arrangements with the employee for the disposal or collection of any Superior District Library information or library Licensed Software that they may have in his/her possession (i.e. Alternative Work Arrangement agreements).
* Change voice mail messages.
* Arrange for removal of account or access information from computers.
* Exit interviews may be scheduled with the Director for voluntary separations.
* Cancel or exchange memberships and/or subscriptions as necessary.
* Explain that continuation of benefits for things like insurance through (COBRA) are not applicable for departing staff.
* Contact Human Resources for a Notice of Separation.

**V. Payout Requirement**

***Resignation***

Resignations are to be submitted in writing to the Director, in addition to a written report on uncompleted or on-going projects.

An individual resigning with less than 10 years of service will be paid for accumulated vacation leave.

An individual resigning with 10 or more years of service will be paid for:

1. Accumulated vacation time; and
2. 50% of accumulated sick leave.

These benefits may be paid over a period of 5 months. Life insurance may be continued with the individual paying the Library annually for the cost.

When an employee with 10 or more years of satisfactory work performance terminates employment because of mental or physical inability to do the work, he/she will be paid for 50% of accumulated sick leave. The individual will also be paid for accumulated vacation leave. The benefits may be paid over a 5-month period of time.

***Dismissal***

Employees may be dismissed for cause, by the Director. The Director may be dismissed for cause, by the Board of Trustees. A staff member charged with a criminal offense may be suspended with pay, pending disposition of the case.

**Termination Without Prejudice**

Any employee who has been on leave of absence for over 12 months shall be terminated from the service of the Library without prejudice. Any such employee rehired after 12 months shall be considered a new hire.

***Retirement—Full-time Employees***

***Procedures:***

1. The employee shall give required written notice in advance of the retirement date.
2. The employee is responsible for informing the Municipal Employees Retirement System of the impending retirement and shall follow MERS rules and guidelines.
3. The retiree shall provide a written report on uncompleted or ongoing projects.

***Benefits:***

1. The retiree shall receive compensation for 50% of accumulated sick leave, which may be paid over a 5-month period.
2. Accumulated vacation time shall be paid to the retiree as of the date of retirement and may be paid over a 5-month period.
3. Life insurance through the Library may be maintained by paying the Library annually for the cost.

***Retirement—Part-time Employees***

***Procedures:***

1. The employee shall give written notice 4 weeks in advance of the retirement date.
2. The retiree shall provide a written assessment of the position and give recommendations on the future direction of the position.

***Benefits:***

1. The retiree shall receive compensation for 50% of accumulated sick leave, which may be paid over a 5-month period.
2. Accumulated vacation time shall be paid to the retiree as of the date of retirement and may be paid over a 5-month period.

Please review the SDL Personnel Policy as a resource for any clarification or assistance in the administration of this policy. Employees will not receive payment for unused comp time or Personal Days. Employees must actually be at work in the library on their last day of employment.

Employees will not receive their final paychecks until all terms and conditions are met.

It is advisable to establish a department central e-mail address to respond to time sensitive business contacts.

**VI. Insurance**

Insurance for departing employees will terminate at the end of the month of their last actual work date. COBRA is not an option for departing employees.

This policy is intended as a guideline to assist in the consistent application of Superior District Library policies and programs for employees. The policy does not create a contract implied or expressed, with any library employees, who are employees at will. Superior District Library reserves the right to modify this policy in whole or in part, at any time, at the discretion of the library Board, with input from the Director.