



Taber Public Library Policy Manual

Personnel Policy: Resignation, Severance & Termination

PURPOSE:

Personnel Policy and Procedures for the Taber Public Library.

POLICY:

1. An employee wishing to terminate employment for any reason must submit a written notice at least two weeks prior to termination date.
2. The Library Board has the right to terminate employees for just cause, no termination notice is required.

GUIDELINES:

1. The Library Manager must inform the Board of employee resignation.
2. The Library Manager and/or Staff and Personnel Committee will present all evidence to the Board to support any request for employee termination.
3. With a notice of termination, the Library Board will provide termination pay based on the appropriate period of employment.

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