



# WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

**Chapter:** Separation from Employment  
**Section Number:** 9.1  
**Section Name:** Voluntary Separation  
**Last Revised:**

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## A. RESIGNATION

1. Resignation in good standing requires a minimum of four (4) weeks notice for department heads and MLS librarians, two (2) weeks notice for all other staff. An employee who does not resign in good standing is not eligible for future employment with the Library and forfeits accrued vacation.
2. Resignation must be in writing and submitted to the Board of Trustees for acceptance.

## B. RETIREMENT

1. An employee should inform the Director of his/her intention of retiring as soon as possible so that paperwork can be processed to ensure a smooth transition. In no case should notice be less than that required for resignation.
2. In the event that an employee retires, his/her position will become open and advertised in the normal course of hire. Should the retiring employee apply for the open position, and be selected for the position, that person shall be considered a new employee for the purposes of library personnel policies and practices. The Board of Trustees may consider the retention of accrued sick leave and vacation benefits.
3. Ohio Public Employees' Retirement System (OPERS)  
After meeting certain eligibility requirements, employees may be eligible to retire through OPERS. Employees considering retirement are encouraged to contact OPERS as soon as possible to determine their eligibility for OPERS benefits.

Ohio Public Employees Retirement System  
277 East Town Street  
Columbus, Ohio 43215

4. Ohio Deferred Compensation Program

Deferred Compensation participants considering retirement are encouraged to contact the program administrators as soon as possible to determine their benefits and learn of issues related to their retirement and the plan.

Ohio Public Employees Deferred Compensation Program  
6085 Emerald Parkway  
Dublin, Ohio 43016

1-877-OHIO-457 (1-877-644-6457)

5. Retirement Severance Pay

Upon retirement through the Ohio Public Employees Retirement System, employees who have at least 15 years of service with the Library will be paid 25% of their accumulated, but unused sick leave. The payment will be made at their current hourly rate.