



WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

Chapter: Separation from Employment
Section Number: 9.2
Section Name: Involuntary Termination
Last Revised:

A. AT-WILL DISCHARGE

The Library reserves the right to discharge an employee with or without cause and with or without notice. The Director will recommend discharges to the Board of Trustees for action.

B. DISCIPLINARY DISCHARGE PROCEDURE

Discharge is a serious disciplinary measure taken when less severe methods of discipline have not produced appropriate behavior, or when a serious infraction so warrants.

1. Library employees are at-will employees and may be disciplined and discharged without cause. In order to ensure that all sides of a disciplinary issue are reviewed before discipline is administered; the following procedure will be followed unless circumstances make the process unnecessary. This procedure is not intended to limit the at-will status of Library employees.
2. When an employee allegedly commits an offense that could result in a suspension or discharge, the following procedure will be followed:
 - a. The Director will provide the employee with a written notice advising him/her of the nature of the charges.
 - b. The employee will be given an opportunity to give his/her version of events leading to the inquiry. The employee may be accompanied by one (1) other employee, or a non-employee representative during the meeting.
 - c. Should the Director decide that a disciplinary suspension or discharge is warranted, the employee will be provided a written statement affirming the charges and imposing discipline.
 - d. When an employee's behavior requires immediate removal from the premises, the employee may be suspended with pay for the remainder of the workday. The employee must report to work the next workday, or at a time established by the Director, and the established procedure will be followed.

C. LAYOFF

1. A layoff of employees may become necessary due to a change in finances or workload, elimination of a position, or a reorganization of job responsibilities.

2. An employee will be notified at least two (2) weeks before the effective date of a layoff.
3. The order of layoff will be determined on the basis of performance and Library needs.