



WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

Chapter: Separation from Employment
Section Number: 9.4
Section Name: Exit Procedures
Last Revised:

- A. Upon separation from employment, an employee must meet with his/her supervisor, the Director or with the Business Manager to process paperwork and return Library property.
- B. The Business Manager will inform the employee of all termination benefits, verify forwarding addresses for the employee and any dependents and get necessary signatures.
- C. The employee will relinquish all identification cards, equipment and keys.
- D. If the separation is voluntary, the employee will be asked to complete an exit interview questionnaire and discuss his/her answers during the exit interview. (See **Appendix B FORMS**). Information gathered in exit interviews will be used to evaluate Library practices and identify areas requiring action to make the Library a more attractive employer. Exit interview questions will not be placed in the employee's personnel file.