

**Latah County Library District
Personnel Policy
Approved October 2004
Policy reviewed annually**

5.0 SEPARATION

RESIGNATION: Director and supervisory staff are requested to give one month written notice. All other employees should give two weeks written notice of intent to resign.

LAYOFFS AND REINSTATEMENT OF PREVIOUS EMPLOYEES: The Director may lay off employees for the following reasons: 1) shortage of funds; 2) shortage of work; 3) the elimination of the position or other organizational changes; 4) related reasons which are outside the employee's control and which do not reflect discredit upon the service of the employee.

If a candidate for a vacancy is a former regular employee of the library separated from employment without discredit within one year immediately preceding the date of candidacy, the library may exercise preference in employment selection.

Previously accrued sick leave days will not be carried forward.

ABANDONMENT OF JOB: In the event that an employee fails to report for work, with no explanation of the absence, the employee will have abandoned their position. The person's termination date will be effective the last day the person worked.

DISMISSAL: Dismissal is the most severe form of discipline. By the time an employee is dismissed a progressive disciplinary process should have taken place.

If dismissed, the employee will be immediately relieved of all duties and responsibilities to the District.

All supporting documentation and the written notice of termination will be placed in the employee's personnel file.