

| <b>RAINY RIVER PUBLIC LIBRARY</b> |                                 |                    |
|-----------------------------------|---------------------------------|--------------------|
| Category: <b>PERSONNEL</b>        |                                 | Number: <b>PE8</b> |
| <i>MANDATORY</i>                  | Topic: <b>End of Employment</b> | Page: 1 of 2       |
| Date: <b>April 9, 2011</b>        | Authorized by:                  |                    |

This policy establishes the library's system for managing the end of staff employment. In all cases, end of employment for any reason must be confirmed in writing for the affected employee.

#### **A. RESIGNATION**

1. Employees of the Library are required to provide the Board with two weeks' advance notice of their intention to resign.
2. Written notice of resignation is required for all employees.

#### **B. RETIREMENT**

1. Retirement is not compulsory.
2. An employee's normal retirement date is the last working day of the month of the employee's 65th birthday.
3. In the event that an employee may decide not to retire at age 65, he or she must give written notice of the decision to the CEO at least four months before the normal retirement date so that the Board, on the recommendation of the CEO, can arrange to put the employee on an annual contract with no loss of salary or benefits.

#### **C. DISMISSAL (OF EMPLOYEES OTHER THAN THE CEO)**

1. Advice must be sought from the full Library Board before any action is taken towards dismissal of an employee.
2. "An employee has no fundamental right to continuous employment any more than an employer has a right to compel continued service", according to the *Employment Standards Act*. Further, the employer-employee relationship can be terminated at any time, but reasonable notice of dismissal must be provided, unless there is just cause for immediate dismissal.
3. At least two weeks' advance notice of termination, in writing, or payment in lieu of advance notice, must be given to the employee in accordance with the *Employment Standards Act*.
4. Notice of termination is not required in some circumstances such as when the employee: has been employed for less than three months; is guilty of wilful misconduct or neglect; or is terminated at retirement age (per section B above).
5. Every effort will be made to assist an employee who is having difficulty doing her or his job properly.
6. The CEO must document the employee's difficulties as well as attempts to help her or him improve (including discussions in interviews). The CEO must also document any agreements regarding changes (especially performance evaluations), the terms of probation and the statement that dismissal will result if improvements are not seen.

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7. If all efforts fail and the employee is unable to fulfill job requirements, the interests of the Library as a whole require that the employee be removed from the position.
8. Generally, the CEO has the authority to terminate employment of any employee, provided two weeks' notice of dismissal is given, subject to the approval of the Board.
9. Any wages owing to a terminated employee will be paid on the next regular pay day.