

Henderson County Public Library District

Policies & Procedures

Adopted December 2015 by the Board of Trustees

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Table of Contents

	Page No.
INTRODUCTION AND WELCOME	3
I. GENERAL POLICY INFORMATION	5
A. Equal Employment Opportunity.....	5
II. EMPLOYEE COMPENSATION AND BENEFIT INFORMATION	6
A. HCPLD Employee Designations.....	6
1. Full-time, Part-time Employees.....	6
B. Employment Policies and Procedures.....	6
1. Hiring.....	6
2. Job Descriptions.....	6
3. Orientation.....	6
4. Personnel Records and Amendments to Records.....	7
5. Grievance and Discipline Policy.....	7
6. Disciplinary Action.....	7
C. Attendance, Time-Off and Leaves of Absence.....	7
1. Attendance.....	7
2. Sick Leave.....	7
3. Vacation.....	8
4. Personal Leave.....	8
5. Return to Work.....	9
6. Holidays.....	9
7. Observance of Religious Holidays.....	9
8. Jury Duty.....	9
9. Bereavement.....	9
10. Pre-Retirement Leave.....	10
11. Leaves of Absence Without Pay.....	10
12. Military Leave.....	10
13. Unscheduled Closings.....	10
14. Family and Medical Leave Act (FMLA).....	10

D. Payroll Practices.....	11
1. Pay Periods and Pay Dates.....	11
2. Timesheets.....	11
3. Overtime/Compensatory Time.....	11
4. Payroll Deductions.....	12
5. Disbursements.....	12
E. Employee Benefits.....	12
1. Life Insurance.....	12
2. Retirement.....	13
3. Staff Development and Training.....	13
F. Health and Safety.....	14
1. Work Related Accidents and/or Injuries.....	14
2. First Aid.....	14
3. Fire and Tornado Procedures.....	15
4. Drug and Alcohol Free Workplace.....	15
5. Smoking Restrictions.....	15
6. Blood Borne Pathogens Policy.....	15
G. Discontinuation of Employment.....	15
1. Layoff.....	15
2. Resignation.....	16
3. Termination.....	16
4. Exit Interview.....	16
5. Payment of Final Wages.....	17
AWKNOWLEDGEMENT AND DISCLAIMER.....	18

INTRODUCTION AND WELCOME

We are pleased to have you with us as a valued employee of Henderson County Public Library District (HCPLD). We hope that HCPLD is a pleasant place for you to work and that you will find satisfaction in joining us in the constant effort to be of greater service to our members. A quality, dedicated work force is essential to the success of the organization in the same way that the organization is instrumental to the prosperity and growth of its employees. Both sides would suffer if either half of this equation was missing. It is critical that you share this understanding and commit to the mission, vision and values as outlined in the HCPLD business plan.

Employee relations are one of the most important aspects of any successful organization. HCPLD recognizes its employees as its single most important and valuable asset. Wise and equitable policies administered with honesty and fairness are the factors that promote stable employment, high morale and employee efficiency.

This document is not a contract for employment but a medium for explaining general customs and practices. It is intended to be used as a guide to the fair and equitable practice of employee-management relationships, and to clearly focus on the main objectives of teamwork in operating and managing a progressive facility.

This handbook generally describes the policies and practices of HCPLD which affect you and all who work for our organization. Also included is general information about your benefits and your responsibilities and privileges as an employee of HCPLD.

Please use this booklet as a reference for future questions pertaining to your employment at HCPLD. All policies and programs at HCPLD are directed toward our primary goal of providing the best possible service to our patrons. We ask that you remember this and that you apply this principle to your daily work responsibilities.

Henderson County Public Library District reserves the right to establish, change, interpret and discontinue any and all policies, practices, rules, regulations, guidelines or activities from time to time at HCPLD' discretion. Nothing in this Handbook, either stated or implied, shall in any manner diminish this right. In the event changes or updates should appear necessary, employees should report these to the Library Director for evaluation and consideration.

Please understand that director has the authority to enter into any agreements for employment for any specific period of time or to make any promises or commitments contrary to this Introduction and Welcome. Further, any such promise or commitment by the Board of Directors will not be enforceable unless it is in writing. The Board of Directors alone shall be vested with the authority to administer the Personnel Policies of HCPLD. The Library Director

shall be vested with the authority to implement the policies established by the Board of Directors, and if necessary, the Library Director shall prepare recommendations regarding the personnel policies and present those to the Board of Directors for approval.

While we have attempted to include as much information as possible about HCPLD employee policies, it is not possible for policies to cover every circumstance or to answer all questions. Nor is it possible to update this handbook continuously to reflect every change as soon as it occurs. When concerns or questions come up, your Library Director is available to help you. Please feel free to ask for their assistance.

Statement of Mission:

This mission of the Henderson County Public Library District is to provide tax supported service to citizens of the library district in areas of cultural, recreational, educational, and economic fulfillment within the financial capabilities of the district. An attempt will be made to reach both users and non-users by increased use of public information resources.

Library Organization

The Board of Trustees of the Henderson County Public Library District provides library services to residents of Henderson County. The Board of Trustees is the governing body of the Library and determines policies.

The Director of the Henderson County Public Library District is employed by and reports to the Board of Trustees. The Director is the chief administrative officer of the Library and is responsible for its operation and maintenance. Following policies established by the Board, he or she establishes service standards, prepares a proposed budget, and administers an approved budget, employs staff members, recommends salaries, and supervises the maintenance of the building and grounds.

SECTION I

GENERAL POLICY INFORMATION

A. EQUAL EMPLOYMENT OPPORTUNITY

The Henderson County Public Library District is an equal opportunity employer and complies with all applicable federal, state, and local employment laws and regulations. HCPLD employs qualified individuals without regard to age, ancestry, color, disability, marital or parental status, military service, national origin, history of employment-related claims or charges, race, religion, sex, sexual orientation, use of applicable leave or any other employee benefits for which the employee is eligible, or any other protected status. Employees who require reasonable accommodation of a physical or mental disability to perform their essential job functions should submit an Employee Request for Accommodation Form to the Library Director.

HCPLD' Equal Opportunity Policy applies to all aspects of employment including, but not limited to hiring, compensation, promotion, transfer, assignment, discipline, evaluation, layoff and termination. Conduct that conflicts with this policy is not endorsed, permitted or tolerated under any circumstances. Each employee who reasonably believes that this policy has been violated must, within five (5) days of the perceived violation, submit an Employee Complaint/Report Form to the Library Director.

Section II

Employee Compensation and Benefit Information

A. Henderson County Public Library Employee Designations

1. Full-time and Part-time Employees

- Full-time
Employees regularly scheduled to work at least 35 hours per week
- Part-time
Employees regularly scheduled to work less than 35 hours per week

2. FLSA Status

Exempt: Employees *who are not* subject to the overtime provisions defined by the Fair Labor Standards Act (FLSA) and regulations.

Non-exempt: Employees *who are* subject to the overtime provisions defined by the Fair Labor Standards Act (FLSA) and regulations.

Specific information regarding FLSA exemption status can be located on the Department of Labor's website.

B. Employment Policies and Procedures

1. Hiring

The Library Director has the authority to hire staff for Henderson County Public Library District at the salaries and positions authorized by the Board of Directors.

When a vacancy occurs, the position will be advertised in the appropriate locations. All advertisements, consistent with HCPLD Equal Employment Opportunity Policy will so designate, "Equal Opportunity Employer."

Each applicant shall submit a resume, and list of references and job application to the Library Director that will be used in conducting an interview. Each applicant will be evaluated and rated in accordance with the requirements of the job description.

2. Job Descriptions

Copies of current job descriptions for all employees are available from the Library Director.

3. Orientation

An employee orientation will be provided to each new employee within ten (10) working days of their hire date. All new employees will be given the HCPLD Policies & Procedures and will sign the Acknowledgement and Disclaimer form. New employees will be entered into an orientation period of 12 months. Initial and subsequent orientation periods are a time for the employee and HCPLD to determine whether the job is a good fit. Job performance will be closely monitored during each orientation period. Performance problems or rule violations during an initial or subsequent orientation period may result in

reassignment or termination. Successful completion of an orientation period does not, of course, guarantee continued employment in any particular position with HCPLD.

4. Personnel Records and Amendments to Records

HCPLD adheres to all applicable State and Federal laws relating to access to personnel records.

All employees have a confidential personnel file, which contains documents relative to the employee's employment performance. An employee has the right to access and review their personnel record within 48 hours of a written request. All records must be viewed under the direction of the Library Director.

Each employee is responsible for notifying the Library Director of changes in name, marital status, address, telephone number, number of dependents, beneficiary, etc. All employees must provide the Library Director with a phone number where they can be reached.

5. Grievance and Discipline Policy

Grievance

An employee who has a matter of concern about his or her employment or relationship with the Library is encouraged to speak with the Director. If the employee feels that the matter has not been resolved, the employee may contact the President of the Board of Trustees who may address the concern. The Board President may then present the grievance at the next regular meeting. If the employee desires, he or she may present their case at the meeting. The decision of the Board of Library Trustees is final.

6. Disciplinary Action

Disciplinary action will take the form of verbal and/or written warnings up to and including termination

C. Attendance, Time-Off and Leaves of Absence

1. Attendance

Timely attendance is an essential function of every position. HCPLD understands, however, that occasionally unexpected situations do occur. In these instances, employees are required to immediately notify the Library Director as soon before the employee's schedule work day as possible. Failure to report for two (2) consecutively scheduled work days without notice will be considered a voluntary resignation. Planned absences should be arranged with the employee's Library Director in advance whenever possible.

2. Sick Leave

Sick Leave may be used when employees are incapacitated by illness or injury not covered by the System's Workers' Compensation program, to attend medical or dental or optical examination and treatment which cannot be scheduled during non-working hours and when an employee needs to care for an immediate family member.

- For planned sick leave employees must submit the Absence Planning Request Form to the library director.
- A doctor’s certificate is required for all sick leave absences in excess of three (3) working days, long-term illness, overnight hospital stays, illnesses with employment implications or upon request.
- Sick leave for full-time employees is accrued at the rate of 12 days (84) hours per year.
- Sick leave can be accumulated for use during a long-term illness
- All unused sick leave in excess of 30 days can be banked up to 240 days (1650 hours) to be used for retirement service credit per IMRF benefits.
- Vacation time may be taken with the approval of the employee’s Library Director when accumulated sick leave has been exhausted
- Accumulated sick leave will not be paid upon an employee’s termination
- Sick leave will be credited as earned on the second payroll of each month
- Employees on unpaid leave will not earn sick leave

3. Vacation

- All employees must submit a request to their library director for approved vacation leave. Vacation schedules are arranged by the Director.
- Vacation days will be credited as earned on the second payroll of each month
- Vacation accumulated to more than 20 days (140 hours) at the conclusion of any one fiscal year, i.e. June 30th will be forfeited
- An employee on unpaid leave will not earn vacation credit
- Years of service credit will be calculated based on the employee’s most recent start date with the HCPLD as of July 1st. An employee who resigns, retires or is otherwise separated from service with the HCPLD will receive payment for all unused vacation leave accumulated up to their last date of employment

Vacation Schedule

Full-time Staff

2 to 5 years of service	5 days	at their hourly wage
6-9 years of service	10 days	at their hourly wage
10 + years of service	15 days	at their hourly wage

4. Personal Leave

- All full-time employees receive three personal days per fiscal year
- All employees must submit request to the library director for approved personal leave if possible
- Personal time not used within the current fiscal year is forfeited
- Personal leave will not be paid upon an employees’ termination

5. Return to Work

- If an employee is on a medical or another type of disability leave of absence, he/she may only return to work when the physician determines and provides a written release that he/she is able to resume normal work duties.

6. Holidays

Full-time permanent staff will receive 7 hours of pay for each holiday. The following 8 shall be considered legal holidays in addition to any holiday proclaimed by the HCPLD Board of Directors, the State of Illinois and the US Government:

- New Year's Day January 1st
- Memorial Day Last Monday in May
- Independence Day July 4th
- Labor Day 1st Monday in September
- Thanksgiving Day 4th Thursday in November
- Christmas Eve Day December 24th
- Christmas Day December 25th
- New Year's Eve Day December 31st

7. Observance of Religious Holidays

- Religious holidays that are not included in HCPLD holidays may be observed by utilizing the employee's personal, vacation or compensatory time.

8. Jury Duty

- Employees will be granted a leave of absence with pay based on their normally scheduled work days and hours minus the amount received for that service to attend jury duty. Employees should provide their library director with a copy of the jury summons promptly after receiving notification to appear.

9. Bereavement

- Bereavement leave offers employees time off with pay to carry out responsibilities associated with the death of an immediate relative of the employee, employee's spouse (i.e. parent, grandparent, sibling, spouse, child/grandchild) or domestic partner. The employee's library director should be notified as soon as possible when bereavement leave is needed.
- Full-time employees may be granted three (3) normally scheduled working days for bereavement. Additional time off may be arranged with the employee's library director by using other leave.
- Other requests will be considered on an individual basis by the director.

10. Pre-Retirement Leave

- Full-time employees with five (5) years service shall be granted up to two (2) days in the six (6) months prior to retirement to process their retirement documents or attend pre-retirement programs. Employees must submit a request to the library director in advance of the anticipated leave.

11. Leaves of Absence Without Pay

- Subject to legal requirements, requests for leaves of absence without pay will be considered on the basis of business necessity and an employee's job performance, level of responsibility, length of service, and the reason for the request.
- Upon review by the HCPLD board of trustees, leave without pay may be approved if no disruption to public service is caused. It is possible that all earned leave time may need to be exhausted before the leave is approved. Additional paid leave time will not accrue or be paid during this time. Full-time permanent employees may submit a written request for a leave of absence to the library director. The request should outline the reason for the leave, the date the employee wishes the leave to begin and the date the employee plans to return to active employment with HCPLD. HCPLD will make every effort to reinstate the employee to his/her previous or similar position if available. If the employee's previous or similar position is not available, the employee may not be reinstated.

12. Military Leave

- Employees who are enlisted in the military service, including the ready reserves and the National Guard, will be entitled to all rights and benefits afforded by federal law, Illinois law, and any applicable contract. The Henderson County Public Library District at all times will comply with the laws applicable to those on Military Leave.

13. Unscheduled Closings

Occasionally unanticipated events, i.e. severe weather conditions, power failures or technological difficulties, etc. may require that HCPLD temporarily close. On occasions when the Library Director or designee deems it necessary or advisable to temporarily close, employees may be compensated at their regular rate of pay for the number of hours that the employee normally would have been scheduled for that day.

When severe weather conditions exist but HCPLD has not been closed, those unable to report for work may request the opportunity to make up time during the same pay period, or use vacation or personal time.

14. Family and Medical Leave Act (FMLA)

- While the HCPLD is a government body and governed by the FMLA, employees of the HCPLD are not eligible for the FMLA, because the HCPLD does not have 50 or more employees at its worksite. To obtain more information on the FMLA, please visit the Department of Labor's website at www.dol.gov.

D. Payroll Practices

1. Pay Periods and Pay Dates

- HCPLD uses a bi-weekly pay period and distributes paychecks on Friday.

2. Timesheets

- All non-management team employees are required to report work time on the HCPLD timesheet bi-weekly. Timesheets should be submitted to the accounting clerk. Time reports must be true and accurate and indicate all variations of more than fifteen (15) minutes from the normal workday.

3. Overtime/Compensatory Time

- The Fair Labor Standards Act was amended April 15, 1986, to allow public service employees to receive compensatory time for hours worked in excess of a 40 hour work week.

Non-exempt

Non-exempt employees (see employee definitions page 6)

a. Overtime:

A regular employee in a non-exempt position who in any one-week period of Monday through the following Sunday performs work in excess of a total of 40 hours will receive overtime pay as follows:

- Pay at 1.5 times the regular hourly rate of pay or time off at the ratio of 1.5 hours for each overtime hour worked
- Overtime is based on hours actually worked; holidays, sick time, vacation, jury duty, etc. are not considered as time worked when calculating overtime
- All work in excess of 7 hours in a given workday must be authorized in advance in writing by the employee's library director.

b. Compensatory Time:

A regular employee in a non-exempt position who in any period of Monday through the following Sunday performs work in excess of a total of 35 hours and less than 40 hours may receive a credit for time off as follows:

- Compensatory time in an amount equal to the amount of excess hours worked
- Compensatory time must be authorized in writing in advance by the employee's library director
- Compensatory time must be recorded on the employee's timesheet
- Compensatory time must be taken within the same pay period and cannot accumulate from pay period to pay period

Exempt

Exempt employees (see employee designations see page 6)

a. Overtime

- Not available for exempt employees

b. Compensatory Time:

A regular employee in an exempt position who in any period of Monday through the following Sunday performs work in excess of a total of 35 hours may receive a credit for time off as follows:

- Compensatory time in an amount equal to the amount of excess hours worked
- Compensatory time must be authorized in writing in advance by the library director
- Compensatory time must be recorded on the employee's timesheet
- Compensatory time should be taken within the same pay period and cannot accumulate from pay period to pay period

4. Payroll Deductions

HCPLD makes all standard payroll deductions required by state and federal laws or otherwise required or authorized. Each employee is required to complete W-4 forms for federal and state income tax deductions. Should an employee's exemption status change, a corrected W-4 form must be filed with the library director.

5. Disbursements

HCPLD utilizes company credit cards for frequently used vendors. There may, however, be circumstances where individual employees will need to personally purchase supplies/materials for HCPLD special projects. In these instances, employees should submit a request for reimbursements to the accounting clerk. A detailed receipt should accompany the form. The accounting clerk or designee will reimburse the employee within three (3) working days of receipt of the completed reimbursement request or as soon as possible.

E. Employee Benefits

1. Life Insurance

- Employees who participate in the Illinois Municipal Retirement Fund (IMRF) are eligible to elect voluntary group decreasing term life insurance. Employees must enroll within ninety (90) days of hire or during an open enrollment period.

a. Disability

The Illinois Municipal Retirement Fund (IMRF) provides disability leave at half pay for eligible employees who have been employed a minimum of one year. Employees will need to exhaust accumulated sick or vacation leave in excess of five (5) days (35 hours)

before receiving disability benefits. Disability leave, once approved, goes into effect thirty (30) days after the disability occurs. A delay in the first payment should be expected. Verification of the disability on a continuing basis (not to exceed once every 30 days) may be necessary. Further information as to whether a disability is covered may be obtained directly from IMRF (1-800-ASK-IMRF). For more information, see the “Your IMRF Benefits” booklet located on the IMRF website at www.imrf.org or the library director.

b. Social Security and Unemployment Insurance

HCPLD makes contributions on behalf of all employees in accordance with the U.S. Federal Insurance Contribution Act (Social Security). HCPLD also makes contributions that provide eligible employees with unemployment compensation benefits.

c. Worker’s Compensation

HCPLD maintains workers’ compensation insurance on all employees. If you are involved in a work-related accident or sustain any work-related injury, or disease, no matter how slight, you must report the incident to your library director as soon as practicable by means of the Employee First Report or Accident and/or Injury form. Failure to promptly report an accident or injury could result in loss of benefits and may be regarded as misconduct warranting disciplinary action up to and including termination.

2. Retirement

a. Defined Benefit – Illinois Municipal Retirement Fund (IMRF)

Each employee who works a minimum of 1,000 hours annually is automatically enrolled in the IMRF. For eligible employees, participation is required. Employees contribute 4.5% of their salaries, and the Library contributes a percentage (that may vary from year to year) as well. Employer and employee contributions are designated by IMRF annually. Employee contributions are deducted from each payroll.

b. Defined Contribution

Employees may voluntarily participate in the system’s deferred compensation plan (457B) as follows:

- Employees may voluntarily contribute a set amount of their monthly gross income to be applied to the Plan
- Withdrawal may be made in accordance with the Plan’s terms

Note: See the Pre-Retirement Leave Section.

3. Staff Development and Training

The Library benefits from the collective skills of its employees. All employees are encouraged to develop skills appropriate to current or potential positions at HCPLD. Suggestions in the area of staff development should be forwarded to the library director.

HCPLD maintains several programs that aim to support a high level of staff development. These include special one-on-one training as needed. Three staff development programs: professional

memberships, attendance at workshops and conferences and educational reimbursement are described below:

- a. **Professional Memberships:** Fees for approved professional memberships for the Executive Director, Management Team and professional personnel may be paid by HCPLD.
- b. **Attendance at Workshops and Conferences:** Staff members are encouraged and may be required to attend job-related workshops, meetings and conferences and to participate in professional activities. Funds for this are allocated throughout the Library each year in the HCPLD budget. The extent of such attendance and participation may be limited by HCPLD or department scheduling needs as well as by the annual budget allocation. Staff travel and conference attendance will be determined during the budgeting process.

Employees who wish to attend a workshop, meeting, conference or other job-related activity that will involve the use of work time or reimbursement for travel or other expenses must receive prior approval from their library director. Fees for late hotel check-out, late conference attendance, missed or changed airline reservations, and other unauthorized fees will not be reimbursed without prior approval by the library director.

When authorized to travel by private auto according to the provisions of the Vehicle Usage Policy, reimbursement will be the lesser of the prevailing mileage rate recognized by the Internal Revenue Service or equivalent airfare. Employees will also be reimbursed for tolls and parking charges incurred while traveling on authorized library business if they submit a receipt. Employees are encouraged to carpool and share overnight room accommodations with co-workers.

With appropriate receipts HCPLD will reimburse employees for meals (excluding alcohol) up to a specified maximum based on the federal travel guidelines. Meals while in route from HCPLD to a library/meeting or from one library to another will only be reimbursed with prior supervisory approval.

F. Health and Safety

1. Work Related Accidents and/or Injuries

It is the policy of the HCPLD that all accidents involving employees during working hours or while on Library premises, and all other accidents in which the library is involved directly or indirectly, are to be reported immediately to the employee's library director.

Any unsafe working conditions are to be reported to the Library Director.

2. First Aid

First aid kits, flashlights are available in various locations throughout the facility. The Automatic Emergency Defibrillator (AED) is located on the shelf by the circulation counter for use in case of an emergency.

3. Fire and Tornado Procedures

The safety of all employees is of utmost concern to HCPLD. Fire and tornado drills will be conducted on a regular basis.

4. Drug and Alcohol Free Workplace

The illicit manufacture, use, possession, of distribution of alcohol, controlled substances, look-a-like drugs, and drug paraphernalia is not permitted in Library buildings, on Library premises, in Library-owned vehicles, or at Library sponsored activities where employees are engaged in activities on behalf of the Library (including any period of time when an employee is engaged in Library business.)

Any employee who violates this policy will be suspended, terminated, and/or referred to appropriate legal authorities for prosecution. All Library employees are to notify the Library within five (5) days of any criminal drug statute conviction for a violation of this policy. The Library if or when required by law will report such conviction to the appropriate authorities. Employees who report to work under the influence of these substances will be subject to disciplinary action up to and including termination. Employees may also be subject to drug and alcohol testing.

5. Smoking Restrictions

The HCPLD maintains a non-smoking policy throughout the building, the grounds and in all Library vehicles.

6. Blood Borne Pathogens Policy

The HCPLD complies with Illinois Department of Labor regulations and the federal Occupational Safety and Health Administration regulations relating to occupational exposures to blood borne pathogens which have been incorporated by administrative actions.

Exposure Determination: No particular job classification of the Library has occupational exposure (meaning reasonably anticipated contact with blood or other potentially infectious materials that may result from the performance of an employee's duties); however, emergencies may occur where employees may be called upon to respond with assistance.

G. Discontinuation of Employment

1. Layoff

If the need arises to reduce the workforce of HCPLD, the Library Director will determine which employees are subject to layoff. While no single factor controls the determination, the Library Director will generally consider the importance of the position to the ongoing function and effectiveness of HCPLD, seniority, and performance appraisals.

Generally, HCPLD will begin layoffs with part-time or temporary employees, and will progress to probationary and finally regular employees. However, HCPLD will make an individualized determination and reserves the right to address staffing levels as dictated by the needs of the library.

2. Resignation

Employment with HCPLD is at the mutual consent of HCPLD and the employee, and either party may terminate the relationship at any time, with or without cause and with or without advance notice. If the employee decides to resign, a four (4) week notice for Management Team and a two (2) week notice for all other staff is requested. If the Director intends to resign, he or she should submit a letter to the President of the Board.

3. Termination

It is the policy of the Henderson County Public Library District that all employment is on an “at will” basis which allows the employment to be terminated at any time by either the employee or the Library. Because each employee is an employee at will, the employer reserves the right to dismiss an employee for any reason with or without cause. The Director has the authority to dismiss an employee. An employee who is terminated from employment with HCPLD will be escorted from the premises immediately.

4. Exit Interview

Upon termination of employment, employees will be scheduled for an interview with the Director. The purpose of such an interview is as follows:

- To foster good relations with the departing employee by discussing his/her service with the Library.
- To bring out the real reason for the employee’s resignation.
- To discover any Library policies or practices which might be improved.
- To discuss future plans of the employee and to offer assistance and recommendations in securing new employment.
- To make sure all termination papers are signed, and all benefits and salary payments are handled properly.

5. Payment of Final Wages

Earned, unused vacation time will be paid to the employee. The final paycheck will be issued by the next regular payday following separation from HCPLD.

Employee is requesting resignation from her position from Henderson County Public Library.

Approved by the HCPLD Board of Trustees, _____ 2015.

X

President of the Board of Trustees, and Date

X

Library Director, and Date

X

Employee, and Date

Acknowledgement and Disclaimer

The Personnel Policy Section describes important information about HCPLD and I understand that I shall consult my supervisor, the Library Director regarding any questions not answered therein. I have entered into my employment relationship with Henderson County Public Library District voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or HCPLD can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the policies may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Furthermore, I acknowledge that this policy is neither a contract of employment nor intended to create contractual obligations. I have received a copy of this policy and understand that it is my responsibility to read and comply with this policy and any revisions made to it.

Date: _____ Employee Signature: _____