

Any employee wishing to be considered for a vacant position, promotion or salary increase must submit the request in writing to the director or designee by January 1st to be considered for the next fiscal year.

The director or designee will inform the board of trustees of the request at the next regularly scheduled meeting.

Employees must adhere to union and civil service regulations when applicable.

The library board of trustees reserves the right to table, deny or accept a request and activate a request in the present or next budget cycle.

DRAFT ONLY

The purpose of this cell phone and computer use at work policy is to form a work environment that is productive and free of distractions.

All employees must operate under this policy, regardless of position. It is the library's expectation that all cell phones will be off or on silent during normal business hours so normal workflow remains undisturbed. It is expected that employees will only use their personal cell phones intermittently, for emergencies or while taking an unpaid break.

Library computers should only be used for library purposes during working hours. Employees may use the library computers for personal use during an unpaid break.

Examples for illustrative purposes include but are not limited to:

Employees are allowed to:

Make business or medical calls.

Check important messages.

Use productivity or password apps.

Take and share library photos

Use their phones and devices during unpaid breaks.

Employees are not allowed to:

Play games or use personal social media apps during their work hours.

Download, upload, or view inappropriate, illegal, or obscene material on any device or over the library's internet connection.

Failure to follow this policy will result in disciplinary action up to and including termination.

Resignation Policy

Objective

Although [Company Name] hopes that employment with the company will be a mutually rewarding experience, it is understood that varying circumstances do cause employees to voluntarily resign employment. Employees are asked to follow the guidelines below regarding notice and exit procedures when voluntarily resigning.

Procedures

Notice of resignation. Employees are encouraged to provide two weeks' notice to facilitate a smooth transition out of the organization. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances.

Form of resignation notice. All resignations must be confirmed in writing. Employees may wish to complete the employee resignation form provided by the company for this purpose or may submit other written notice that must include the reason for leaving and the effective date. Employees who verbally resign will receive a confirmation of resignation notice within 24 hours.

Pay in lieu of notice. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant. Such a decision should not be perceived as reflecting negatively on the employee, given that it may be due to a variety of reasons not known to the individual or other employees.

Resignation for failure to report to work. Employees who fail to report to work for three consecutive days without properly communicating to their supervisor or manager the reasons for their absence will be viewed as voluntarily resigning their employment as of the third day.

Rescission of resignation. Employees will not be allowed to rescind a resignation, whether given verbally or in writing, once the resignation has been confirmed by the employer. Employees who wish to discuss concerns about their continued employment before making a final decision to resign are encouraged to do so consistent with the organization's retention program.

Eligibility for rehire. Employees who resign in good standing under this policy and whose documented performance is above average under the organization's performance management system will be eligible for reemployment for a period of up to six months from the last date of employment, with benefits tied to seniority reinstated in full. Former employees will be considered for open positions along with all other candidates. Former employees who apply for reemployment after six months will be treated as new employees for purposes of seniority-related benefits.

Reporting of employee departures. All departing employees, regardless of the circumstances surrounding their departure, will be reported as a group on a monthly basis to all staff. Those with a need to know (e.g., supervisors up the chain-of-command, payroll, front desk, IT and security) will be advised of the last day of actual work for the company.

Exit meeting. Resigning employees will be scheduled for an exit meeting to ensure that all tools and equipment are returned and to provide an opportunity to discuss any questions or concerns related to employment with [Company Name]. Employees who fail to return any company property, including keys, credit cards, tools, uniforms, cellular phones, laptops and other equipment, will be deemed ineligible for rehire and may be subject to legal proceedings on behalf of [Company Name].

Forwarding address and final pay. Departing employees will be asked to confirm their forwarding address to ensure that benefits and tax information are received in a timely manner. Final pay will be mailed to this address by the next payday unless state law or other procedures dictate otherwise. Accrued but unused vacation will be paid out consistent with company policy and state law requirements.

Resignation Policy

TEMPLATE 10/21/24

EMPLOYER expects employees to give two weeks' notice of their intention to terminate employment by submitting a written notice to their immediate supervisor. Failure to give two weeks' notice is taken into consideration when such employees reapply for employment with EMPLOYER.

NOTICE OF RESIGNATION

EMPLOYER asks employees to give two weeks' notice although EMPLOYER retains the right to dismiss a resigning employee immediately for the notice period. Failure to give two weeks' notice is taken into consideration if such individuals reapply for employment with EMPLOYER.

WRITTEN NOTICE

Employees who are resigning must submit a written notice to their immediate supervisor stating the reasons for resigning and the effective date. If it is preferable, the Human Resources Department can provide a standard resignation form for employees to use to provide notice.

EXIT INTERVIEWS

HR schedules an exit interview on or close to the employee's final day of employment to discuss the