Termination of Employment

It is the intent of the St. Charles City-County Library District to ensure that employee terminations, including voluntary and involuntary terminations and terminations due to the death of an employee, are handled in a professional manner with minimal disruption to ongoing work functions.

Voluntary Terminations
A voluntary termination of employment is a separation initiated by the employee, e.g., resignation, retirement, or when an employee is absent from work for 2 consecutive shifts (which may span over the course of 2 or more days) and fails to personally contact the manager on duty by the end of the scheduled shift.

A minimum of two weeks’ notice is requested from all staff, four weeks’ notice is preferred from professional staff. The employee should provide a written resignation letter to his or her immediate supervisor. Supervisors should forward the resignation letter to the Human Resources Department for processing and coordination of an exit interview.

Occasionally, the critical nature of a position that is open due to a resignation may necessitate a transitional period so the new employee has time to work with the out-going employee. The Director may approve a transitional period in which the out-going employee may move to a temporary status to work as needed, not to exceed 90 days, to ensure a smooth transition of projects and responsibilities.

Involuntary Terminations
An involuntary termination of employment for performance reasons or a reduction in force are management-initiated dismissals and the District will follow procedures established in policies E070-Corrective Counseling and 544.2- Termination-Reduction in Force.

In some cases corrective counseling may be used, prior to termination, to correct a performance problem. However, certain types of employee misconduct are so severe that one incident may be reason to dismiss without prior use of corrective counseling.

In the event of an involuntary termination, the District will prepare a check for all wages due at the time of dismissal. Payment for accrued annual leave will be paid on the next payroll date following the dismissal.

Death of an Employee
A termination due to the death of an employee will be made effective as of the date of death. Upon receiving notification of the death, the employee’s supervisor should contact the Human Resources Department. The Human Resources Department will process all appropriate beneficiary payments from the various benefit plans. The final payment of wages and/or annual leave will be paid to the deceased employee’s estate.
Other factors related to termination of employment with the District:

Library Property: Prior to the last day of employment the employee should return all District property, such as keys, tools, electronic equipment, and cell phones to his or her immediate supervisor. The return of the property should be noted by the supervisor and sent to the Human Resources Department.

Date of Termination: The date of termination of employment is the last work day. This date may not be extended by vacation, holiday, or sick time. However, if the employee is on an approved Leave of Absence (LOA) and submits notice of resignation, the last day of work will be the date of resignation. If the employee does not return from LOA the last day of employment will be recorded as the last day of the approved LOA.

Benefits: Upon the date of termination the employee will lose the eligibility status for District benefits.

- Employees who participate in the medical and dental plans offered by the District will have coverage through their last day worked or the end of the month, depending on the carrier’s plan document. The employee and eligible dependents may elect continuation of the healthcare benefits as specified under COBRA regulations. Full premium plus a 2% administrative fee will apply to the COBRA benefits.

- Accumulated annual leave up to the maximum allowed by policy will be paid in accordance with Policy E192. The District will not pay employees for other accumulated paid time off, such as sick leave or holidays.

- The employee shall refund the District any payments of tuition, fees, and books, if the employee terminates employment during the first six months following completion of the course paid by the District per policy E560. A refund is not required if termination of employment is due to a layoff, reduction in force, or death.

Final Paycheck: The final check, if applicable, will be for accumulated annual leave.

Calculation of Final Pay: Non-exempt employees, paid on an hourly basis, will receive payment for all hours worked during the last pay period of their employment. Exempt employees, paid on a salaried basis, will receive payment for the entire pay period if the last day worked corresponds with the last day of the pay period (the 15th or last day of the month). Otherwise, the District will calculate final pay by pro-rating the days worked over the span of the pay period.