

EVERETT ROEHL MARSHFIELD PUBLIC LIBRARY

POLICY NUMBER: 4.410

POLICY TITLE: Voluntary Termination of Employment by an Employee

ADOPTED/LAST REVISION: 6/11/1996; Revised 4/19/2022

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the Everett Roehl Marshfield Public Library reserves the right to amend this manual at any time subject only to approval by the Library Board.

NOTICE REQUIRED:

Any non-supervisory employee who leaves his/her employment by choice shall give their immediate supervisor at least 2 weeks (14 calendar days) written notice.

Any supervisory employee, including the Library Director, who leaves his/her employment by choice shall give the Library Director or Library Board at least 4 weeks (28 calendar days) written notice.

Final Compensation: Final pay checks for employees following termination of employment will be processed within two pay cycles.

Failure to Comply: Failure to comply may result in a loss of benefits.

PROCEDURE:

The department or division head must notify the Library Director (or the City of Marshfield Human Resources Director and Library Board President in the case of the Library Director) immediately and forward resignation notices for the employee's personnel file.

Reference: City Policy 3.410