

MARSHFIELD PUBLIC LIBRARY

POLICY NUMBER: 4.420

POLICY TITLE: Layoffs

ADOPTED/LAST REVISION: 6-11-96

- A. In the event of a reduction in force caused by budget limitations or program changes, layoffs will be determined by the Library Director on the basis of ability, skill, performance and experience. Except for emergencies, such as equipment breakdown, and acts of God, a regular employee who is to be laid off will be given two weeks notice. Advance notice will not be given for disciplinary layoff or discharge.
- B. Upon notification (registered mail) that the lay-off has ended, an employee has three days from receipt of message in which to give notice of their intention to either return or not.

Reference: City Policy 3.420