



SEPARATION OF EMPLOYMENT POLICY

For the purpose of policy interpretation, Mcmillan Memorial Library employees are considered both employees of the Library as well as employees of the City of Wisconsin Rapids. Policy wording may include either references to "City" employees or "Library" employees, both of which apply if approved by the McMillan Memorial Library Board.

Definitions & Explanations of Terms:

Voluntary Resignation: A resignation by the employee on the employee's own initiative.

Retirement: A separation of employment initiated by the employee for purposes of retirement.

Involuntary Termination: Any situation in which the City initiates the dismissal of an employee.

Policy:

This policy applies to employees who are separating employment from the City voluntarily or involuntarily. The purpose of this policy is to provide guidelines for employees who are leaving the City.

Employment is at will, and the City reserves the right to terminate an employee consistent with applicable federal and state laws.

Voluntary Resignations:

A. Employees should provide as much notice as possible when leaving employment for an alternate position, and a minimum of two weeks' notice is requested. Employees are required to provide written notice to their immediate manager and HR.

B. Failure to provide at least two weeks' notice when resigning may be cause for denying future employment with the City and ineligibility for certain benefits which are given only if adequate notice is provided.

C. HR will coordinate the employee's departure from the City and an exit interview will be conducted whenever possible. Generally, benefits will end on the last day of the month in which the employee leaves or retires. Certain employees may be eligible for continued health and dental insurance as outlined in the Retiree Insurance Benefit policy.

Retirement:

A. Employees who are retiring are encouraged to give as much advance notice as possible, and a minimum of 30 days is required. Employees who are considering retirement should contact HR and Wisconsin Retirement System to inquire about transition of or continuation of their benefits. Certain employees may be eligible to participate in retiree health insurance.

B. Failure to provide at least 30 days' notice when retiring may be cause for denying future employment with the City and ineligibility for certain benefits which are given only if adequate notice is provided.

C. Employees who wish to return to employment in any capacity after retirement must wait the required WRS time period between their retirement date and reinstatement date.

Involuntary Terminations:

A. Prior to involuntary termination, Department Heads and managers must receive approval for termination from HR. Involuntary terminations in the Police or Fire Department shall be referred to the HR Director and City Attorney, as collective bargaining agreements and the Police and Fire Commission are implicated in those situations.

B. The HR Director or his/her designee will be present when an employee is involuntarily terminated from employment. The Director shall be present to advise the Supervisor and to ensure that the employee is made aware of his/her appeal rights and other procedural information. Nothing in this section is intended to invalidate the involuntary termination of an employee if requirements of this section are not met. This section does not create any additional procedural or substantive due process rights.

C. Unless extenuating circumstances exist, termination should be preceded by counseling steps, such as written warnings or a performance improvement plan. In certain situations (such as workplace violation or serious violations of policy), immediate dismissal may be necessary without prior warning.

Limited Term Employees:

A. Employees who are hired for temporary, limited-term positions shall be separated upon completion of their assignment for which the position was established. As much notice as possible will be given to limited-term employees.

Separation Procedures:

A. The Manager is responsible for collecting all City property (badge, lap top, cell phone, keys, tools, etc.) from employees who separate employment.

B. HR and Payroll will ensure that the final paycheck is correct and is delivered within the time period required by law. Managers will approve all work hours and ensure that any

reimbursements due to the employee are submitted to Payroll prior to processing the final paycheck.

C. HR will conduct an exit interview and notify the employee of benefits end dates and any continuing benefit options that are available. If applicable, HR will advise the employee of appeal or grievance procedure rights.

D. HR will respond to all unemployment inquiries. Managers are not to respond to unemployment inquiries.

E. HR will respond to all requests for employment verification for former employees.

Adopted by the McMillan Memorial Library Board of Trustees, December 20, 2023.