

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Separation from Employment; Suspension

POLICY NUMBER: 3250

3250.1 An employee may choose to resign from her/his position and thereby terminate employment with the Library District.

3250.1.1 To resign from Library District employment in good standing, an employee must file a written notice of termination with the District Librarian at least ten (10) business days before the effective date. The District Librarian may, however, grant good standing with less notice if he/she determines the circumstances warrant.

3250.1.2 Resignations may not be withdrawn without the District Librarian's approval.

3250.2 An employee may be terminated as a result of disciplinary action, as provided for by Library District policy.

3250.3 Whenever, in the judgment of the Governing Board of Library Trustees, it becomes necessary, due to the lack of work, lack of funds, or other economic reason, or because the necessity for a position no longer exists, the Governing Board of Library Trustees may abolish any position of employment, and the employee holding such position may be laid off or demoted.

3250.3.1 Employees to be laid off will be given notice at least fourteen (14) calendar days in advance of the layoff date.

3250.3.2 Except as otherwise provided, whenever there is a reduction in the work force, the District Librarian will first demote the affected employee to a vacancy, if any, in a lower position for which the employee is qualified.

3250.3.3 An employee affected by layoff may have retreat rights to displace an employee who has less seniority in a lower position that the employee has previously occupied or supervised. For the purpose of this document, seniority includes all periods of full-time service at or above the retreat position being considered.

3250.3.4 In order to retreat to a former or lower position, an employee must request displacement action in writing to the District Librarian within five (5) working days of receipt of the layoff notice.

3250.3.4.1 Employees retreating to a lower position will be placed at the salary step representing the least loss of pay. In no case will the salary be above the top of the range of the new position.

3250.3.5 The names of persons laid off or demoted in accordance with this policy will be entered upon the Library District's re-employment list.

3250.3.6 Names of persons laid off will be carried on the re-employment list for one (1) year, except that persons appointed to tenured positions of the same level as that from which they were laid off, will upon such appointment, be removed from the list. Persons who refuse re-employment will be removed from the list. Persons re-employed in a lower position in the same classification, or on a temporary basis, will be continued on the list for the higher position for one (1) year. At the discretion of the District Librarian, the list may be extended for an additional year.

3250.4 An employee may be suspended as a result of disciplinary action, as provided for by Library District policy.

Adopted 02/27/2006