

# ***Warren-Newport Public Library District*** **Staff Manual**

## ***405 Separation of Employment***

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\*Title changed from Employment Termination

Separation of employment is an inevitable part of personnel activity within any organization, and many of the reasons for separation are routine. Below are examples of circumstances under which an employee may separate from employment:

- Resignation - voluntary separation initiated by an employee.
- Discharge - involuntary separation initiated by the organization.
- Reduction in force - involuntary separation initiated by the organization for nondisciplinary reasons.
- Retirement - voluntary separation initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

The Warren-Newport Public Library District (WNPLD) generally schedules exit interviews at the time of voluntary separation. The exit interview affords an opportunity to discuss issues such as employee benefits, conversion privileges, repayment of outstanding debts to WNPLD, or return of WNPLD-owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with the Warren-Newport Public Library District is based on mutual consent, both the employee and the District have the right to terminate employment at will, with or without cause, at any time.

Separating employees will receive the following:

- Payment for all accrued, vested benefits that are due and payable;
- Information on COBRA Insurance.

If eligible, certain benefits (e.g., COBRA Insurance) may be continued at the employee's expense. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.