

CRAWFORD COUNTY LIBRARY Policy Manual

Policy No. 211

Subject: Resignation or Dismissal – At Will Policy

1. Resignation

- a. Employees wishing to resign in good standing shall submit a dated and signed written statement giving the effective date of the resignation.
- b. Resignation should be filed at least two weeks before its effective date.
- c. Absence without permission or notification for three consecutive scheduled working days will be regarded as abandonment of a position and in effect a resignation without notice.
- d. The Library Director will inform the Library Board of Trustees of any resignations.

2. Dismissal – At Will Policy

The Crawford County Library is an “at-will” employer. Just as any employee may resign at any time for any reason, the Crawford County Library reserves the right to terminate the employment of any employee, with or without cause and with or without notice, at any time. The Library/Employee relationship is one of employment “at-will” and no representative of the Library, without prior approval by the Crawford County Library Board of Trustees, has the authority to enter into any agreement contrary to this policy.

An employee cannot rely upon custom or prior practice. The fact that these policies may have been applied differently in the past, does not affect their current or future enforcement.

This policy may possibly be superceded by an employment contract if the contract is adopted by the Crawford County Library Board of Trustees.

3. Unpaid Vacation/Personal Days

Upon termination of employment, whether a resignation or dismissal, there will be **NO** payment to the employee for unused paid time off. This rule includes personal days and vacation days.

ADOPTED: May 22, 2001
REVIEWED: November 9, 2006
AMENDED: November 9, 2006