



## Policy HR 3.5 Leaving the Library

Adopted by the Library Board of Trustees: 01/24/2013  
Revised: 02/23/2017

### **1. Resignation**

The Library requests that an employee give written notice to their supervisor when they plan to leave employment with the Library or resign from a position. Non-exempt employees should give a minimum of two weeks of notice while exempt employees are expected to give a minimum of one month's notice.

The Employee separating from the Library is responsible for returning all Library equipment on or before the last day in the workplace.

### **2. Retirement**

Employees may retire when they satisfy the requirements of the Washington State Personnel Retirement System (PERS). The Library has no influence or control over PERS.

A PERS I employee's accrued and unused vacation and sick leave benefits payable upon resignation or retirement in total shall not exceed two hundred forty (240) hours. (RCW 41.50.150)

### **3. Sick leave payments upon separation.**

Upon retirement, resignation or death, twenty (20) percent of accrued but unused sick leave shall be paid to employees in good standing who have at least five years of continuous employment, including time spent on official layoff status in accordance with State law. This section does not apply to PERS I employees for retirement purposes.

### **4. Processing out**

When leaving the Library for any reason other than termination due to misconduct, the employee shall meet with Administrative Operations staff to complete any necessary paperwork and return any Library equipment they have in their possession such as keys, NOLS credit card, documents, as well as passwords to computer systems and security systems.

During the meeting with Administrative Operations staff, the employee may review his/her personnel file and request copies of any documents therein or submit any rebuttal or corrective statements to the information contained in the personnel file as outlined in the Personnel File policy located in Section 2.

The separating employee may be invited to an exit interview with the Library Director.

## **5. Waiver and hold harmless release**

At the time of the employee's separation from the Library, he/she may sign a *Release and Hold Harmless Waiver* that authorizes the Library to release information to prospective employers about his/her job performance while employed at NOLS.

## **6. Administration**

The Library Director is responsible for administering this policy.