

4.	PERSONNEL	
4.5.	Termination	
<i>Effective</i>	<i>1986</i>	<i>Revised 1992, 2003, 2006</i>
<i>Next Review</i>	<i>2011</i>	

- 4.5.1. Supervisors and employees are encouraged to openly discuss any problems that may arise so that unsatisfactory performance or poor morale does not have a chance to develop, and so that each understands what the other expects.
- 4.5.2. In the event of unsatisfactory performance the following progressive steps will apply to all staff:
 - 4.5.2.1. The employee's performance and the job requirements will be discussed between the employee and the supervisor to ensure that all concerned are fully aware of any problems.
 - 4.5.2.2. If unsatisfactory performance continues the employee shall be informed in writing of the nature of the unsatisfactory performance and the corrective action required. A copy of the letter will be placed on the employee's file.
 - 4.5.2.3. Failure to improve after a written warning will result in the employee being placed on probation for up to 3 months. A performance appraisal will be completed at the end of the probationary period. If the appraisal is unsatisfactory, the employee's contract of employment may be terminated.
- 4.5.3. The employer, in the event of dismissal for other than just cause, will give the following notice in writing:
 - 4.5.3.1. two (2) weeks for employees with at least six (6) months consecutive service.
 - 4.5.3.2. three (3) weeks after completion of three consecutive years of employments, increasing by one week for each completed year of work, up to a maximum of eight (8) weeks. At the discretion of the Library Board an equivalent amount of severance pay may be given in lieu of notice.
- 4.5.4. Employees are requested to provide two weeks notice of resignation whenever possible.