

PERSONNEL POLICY

Non-Discrimination

The policy and intent of Superior District Library is to provide equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, status with regard to public assistance, disability, sex, or age.

The District Library will ensure that all personnel actions, including compensation, benefits, transfers, layoffs, return from layoff, agency-sponsored training, education, tuition assistance, social and recreational programs are administered without regard to race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, status with regard to public assistance, disability, sex, or age.

Anti-Harassment

In order for all employees to enjoy a work environment free from all forms of discrimination, the District Library prohibits all forms of harassment of any employee, male or female, by managers, other employees, the Director, Board members, or outside parties. It is contrary to our policy for any employee to be subjected to harassment, that is, negative language (spoken or written), depictions, or actions in the workplace because of race, color, national origin, marital status, political affiliation, sexual orientation or gender identity, status with regard to public assistance, disability, sex, or age. Harassment in the workplace negatively affects morale, motivation, and job performance. It is inappropriate, offensive, and will not be tolerated. NOTE: Expecting employees to perform the normal duties or any directives ordinarily associated with a particular position is NOT harassment.

Recruitment

The Superior District Library intends to recruit, hire, and place applicants on the basis of their relative knowledge, skills, and abilities. The decision to employ an applicant will be based solely on the individual's qualifications for the particular position, along with other requisite job skills. Minimum age for employment is 14. Other minimum qualifications shall be specified in the job descriptions. (Minor applicants still enrolled in high school must have a State-mandated Work Permit in order to be employed during the school year.)

When a position is established or becomes open, the Director or Board Search Committee will prepare a job announcement clearly identifying the position's responsibilities and overall relationship to the District Library for posting internally and/or externally. Posted positions will be open for a minimum application period of 10 days.

Board of Trustees

The Board of Trustees bears the ultimate responsibility for the operation of the District Library.

The Board establishes the general policies and guidelines under which the Director runs the District Library, and the Board adopts the operating budget.

The Board of Trustees, in general, relies upon its appointed agent, the Director, to supervise personnel matters. Any employee may submit a request in writing to the President of the Board of Trustees requesting an opportunity to appear before the Board.

The Director

The Director of the District Library is the administrative officer of the institution. He/She acts in the advisory capacity of a professional expert to the Board of Trustees. The Director is responsible for the day-to-day operation of the District Library under policies and directives established by the Board of Trustees. The Director is in charge of personnel policies, including assignment of duties, service standards, and staff development. The Director hires new staff. He/She has the authority to dismiss staff members, subject to procedures established for appeal.

The Board has officially delegated to the Director the authority to hire, fire, promote, demote, supervise, and discipline all Library staff, and to carry out all duties normally associated with a Library Director, including the authority to delegate such decisions to individual library employees.

The Director is the representative of the staff to the Board and of the Board to the staff.

The Director works at the pleasure of the Board of Trustees and with its consent. The Director's terms and conditions of employment are established by the Board of Trustees and may vary from those of other employees.

Staff

Categories

Permanent

A permanent employee is one who has completed the probationary period of six months and works either full-time (30 hours or more weekly) or part-time (less than 30 hours weekly) on an indefinitely continuing basis.

Exempt

Superior District Library abides by the exemption status guidelines as written by the U.S. Department of Labor/Wage and Hour Division related to Exemption for Executive, Administrative, Professional, Computer and Outside Sales Employees under the Fair Labor Standards Act (FLSA). Those employees designated as Exempt are noted as such in job description and for payroll purposes – i.e. Director, HR/Finance Manager, designated Library Managers, etc.

Temporary

Any employee hired to complete a special project, fill in for an employee on leave of absence, or otherwise hired for a definite period of time shall be considered a temporary employee unless it is otherwise stipulated at the time of hiring. Temporary employees are not eligible for benefits.

Substitutes

Employees hired as substitutes will be considered as temporary. All substitutes at District libraries must be registered with payroll. Substitutes must be at least 14 years old and be responsible individuals. The names, addresses and telephone numbers of substitutes must be on file with payroll. Substitutes must be instructed in the basic operation of the library and pertinent equipment.

Interns

Interns are unpaid, part-time, temporary employees who gain library-related work experience while in a recognized educational program. Interns must be currently enrolled in school while in their internship. College interns must have the approval of their appropriate advisor. High school interns must work under State-mandated and local Board of Education-approved Work Study curricula.

At Will

The Superior District Library is an at-will employer. This means that the employment relationship is for an indefinite period and can be terminated at any time, with or without cause and with or without notice.

The provisions contained in this handbook supersede all contrary representations. No employee, except the Library Director or the Board through a signed document or resolution, has the authority to enter into any employment agreement on behalf of the District for any specified period or to make any agreement contrary to the terms expressed in this handbook.

Probation

A new hire shall be subject to a probationary period of 120 days before becoming a permanent employee. After a 10-week period, the Director will evaluate the work performance with the new employee and will make written comments for that employee's personnel file. A written summary will be provided to the employee, and a copy will be kept on file.

During the probationary period an employee may be dismissed by the Director, or a person delegated by the Director.

Certification

All managers and clerks are required to attend Library of Michigan's Beginning Workshop within two years of hire date. This attendance will result in a Level III or IV certificate after successfully completing 3.2 CEUs of training.

Personnel attending the Beginning Workshop will receive their normal pay rate, travel allowance and workshop fee. The salary and mileage will be reimbursed after verification of attendance.

Evaluation

Performance evaluations will be kept for all employees in their personnel files. These shall include a formal review to be conducted by the Director or Library Manager annually.

The Board of Trustees shall conduct a formal review of the Director annually.

Discipline

Employees will be notified in writing if job performance is unsatisfactory. A copy of such will be placed in their personnel files. Three such notices per year would constitute grounds for dismissal. At the end of the calendar year the unsatisfactory comments will be purged, if job performance has improved. The personnel file should also include written commendations for individuals.

Cause for discipline could include:

1. Repeated tardiness or absence without valid reason
2. Negligence of duties
3. Use of abusive language or conduct unbecoming an employee of the library
4. Abuse of sick leave
5. Abuse or misuse of Library computers, Internet resources, and email privileges
6. Insubordination

Grievances

It is the intent of Superior District Library to be equitable in the supervision and management of all employees. If an employee believes that he/she has not been treated fairly in personnel actions, working conditions, supervision, or discipline, he/she should request a problem-solving conference with the Director. If the matter cannot be settled to the satisfaction of the employee, he/she may request the intervention of the Board of Trustees by presenting the grievance in writing to the Board President. The Board President shall meet with the employee and the Director to resolve the issue. If the issue is not resolved to the satisfaction of the employee, he/she may request a hearing by the Board of Trustees, whose decision will be final. The employee may have representatives at the meeting.

Layoffs

It may be necessary for the Board of Trustees to reduce service or to abolish one or more positions, which may result in the layoff or transfer of one or more employees.

The Director shall determine, on the basis of qualifications (including experience), documented employee performance, and seniority, who is to be laid off or transferred, with the approval of the Board.

Unemployment

District employees who are terminated or laid off may file claims with the Michigan Employment Security Commission to determine eligibility for benefits.

Employee Benefits

Insurance Coverage

The Board of Trustees will establish a committee to review and compare all employee insurance programs every three years. The Board may determine the maximum amount it will pay. Costs above that may be borne by the individual employee.

Medical Insurance

Permanent full-time District employees are covered under a health insurance program. All permanent full-time employees are entitled to participate in one of the District's two medical insurance plans.

If an employee chooses not to participate in the District's health insurance program, he/she is not paid in lieu of the insurance premium.

Worker's Compensation

District Library employees are covered by Worker's Compensation Insurance.

Life Insurance

Permanent full-time District employees will be entitled to a group life insurance policy. The District will pay the premiums.

Other Benefits

Pension

All permanent full-time District employees are covered by the Michigan Municipal Employees Retirement System (MERS), of which the Library is a participating institution. Both the employee and the District make contributions to MERS. The employee's contributions are deducted automatically from his/her pay in the amount of 5% of gross wages. The payments made by the employee belong to him/her. If he/she leaves the service of the District before retirement, the employee may wish to reclaim contributions from the fund. Possible Matching Funds from District? Employees must be vested in order to receive matching funds upon retirement, quitting, or termination from position?

Permanent part-time employees have the option to participate in the Michigan Municipal Employees Retirement System if they meet the eligibility requirements.

Tuition Reimbursement Program

Permanent employees of the District shall be entitled to reimbursement of 50% of the tuition costs associated with college-level course work that is ALA accredited and/or approved by the Director. In order to be eligible for reimbursement, the employee must have the approval of the Director prior to the start of the class, who will determine if budgeted funds are available. If funds are not sufficient, tuition reimbursement may be either not granted or reduced at the discretion of the Director. The employee must attain a C or better and must apply for reimbursement within 45 days of the end of the class.

Compensatory Time and Overtime

If an employee works more hours than regularly scheduled at the request of the Director or Library Manager, the employee shall be given compensatory time, equivalent to the time the employee worked overtime, at the regular rate of pay. If the employee works more than 40 hours per week, compensation will be in accordance with the Fair Labor Standards Act.

If an employee works on Sunday or a holiday at the Director's or Library Manager's request, the employee shall be given compensatory time at the rate of 1.5 hours per hour.

Employee Leave Time

Sick Leave

The Probationary Period for new employees to begin using Sick Leave is 120 days. Paid Sick Time Off will begin accruing from Date of Hire and can be used starting at 120 days (or four months) of employment.

Permanent Employees

All permanent employees shall be eligible for sick leave benefits at the rate of 1 of their workdays per month. Employees may accumulate sick leave up to a maximum of 90 of their workdays. Sick leave may be used for medical appointments.

Substitute and Seasonal Employees

All substitute and seasonal employees will earn one (1) hour of sick leave for every 30 hours worked. They may accumulate sick leave up to a maximum of 72 hours of sick leave in total. Any additional hours will not be accrued above the 72-hour maximum.

Earned sick time will carry over if they work within (2) two months of their last scheduled work date. If they are off schedule for more than (2) two months, their accrued time will start over at zero when they return to work.

Seasonal and substitute employees who work more than ten years will not be paid out for unused sick time at their End of Employment.

All Employees

All employees are required to notify the library as soon as possible after opening hours if they are unable to work that day.

After (3) three consecutive days of sick leave for an illness, the Director may require an employee to furnish a doctor's certificate indicating the seriousness of their condition, and its effect on their ability to work. Documentation must be provided within (15) fifteen days if requested. The Director may also require an employee to furnish a doctor's statement certifying they are able to return to work.

If an employee is transferred to a separate location (library) but remains employed by Superior District Library, the employee retains all earned sick time that was accrued at the prior location.

When an employee has used all of their sick leave, up to an additional 20 days of Extended Sick Leave may be granted by the Director. This Extended Sick Leave must be repaid to the District Library as the employee's sick leave credits are accumulated upon return to work, at the rate of ½ day per month.

An additional maximum of 20 days of Emergency Sick Leave may be granted in extreme cases, at the discretion of the Superior District Library Board of Trustees. Emergency Sick Leave will be taken from a pool of a minimum of 20 days of Sick Leave days unassigned because employees have reached their personal limit of 90 accumulated Sick Leave days. Emergency Sick Leave does not have to be repaid to the District Library.

Expanded Use for Paid Sick Time

- a) the employee's mental or physical illness, injury, or health condition, medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee,
- b) the employee's family member's mental or physical illness, injury, or health condition, medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition or preventative medical care for a family member of the employee,
- c) if the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability, to obtain services from a victim services organization, to relocate due to domestic violence or sexual assault, to obtain legal services, or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault,
- d) for meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child,
- e) for closure of the employee's place of business by order of a public official due to a public health emergency, for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable

disease, whether or not the employee or family member has actually contracted the communicable disease.

Sick leave shall be for the illness of an employee; spouse (individual to whom the employee is legally married under the laws of any state); domestic partner; parents, stepparents, foster parents, adoptive parent, or a legal guardian of an employee or an employee's spouse or domestic partner, or an individual who stood in Loco parentis when the employee was a minor child. Also included are biological children, foster children, stepchildren, legal wards, adopted children, children of a domestic partner, children to whom the employee stands in Loco parentis; biological, foster or adopted siblings; an individual related by blood; sons-in-law, daughters-in-law, grandparents, grandchildren, domestic partners' comparable relatives; an individual whose close association with the employee is the equivalent of a family relationship, or other relatives living in the household.

Sick leave may not be used in lieu of other paid time off.

Vacation Leave

Permanent employees are eligible for paid vacation leave.

A week for vacation purposes is defined as the total number of hours worked each week.

After 1 year of employment, an employee will be eligible for 2 weeks of paid vacation. The first year of employee vacation will be calculated based upon the number of months worked during the fiscal year.

After 6 years of employment, an employee will be eligible for 3 weeks paid vacation.

After 12 years of employment, an employee will be eligible for 4 weeks paid vacation.

After 18 years of employment, an employee will be eligible for 5 weeks paid vacation.

After 24 years of employment, an employee will be eligible for 6 weeks paid vacation.

Employees are expected to take their vacation. Only under the most unusual circumstances, and with the approval of the Director and the Board of Trustees, will an employee be paid vacation pay in lieu of actually taking his/her vacation.

While employees are encouraged to use all of their vacation time, they may carry over a maximum of 2 work weeks into the next year.

An employee who resigns or is terminated will receive all accumulated vacation time at their pay rate at the time of separation.

Personal Days

Every permanent employee is entitled to (6) six, ordinarily non-consecutive, personal days per year.

Paid Holidays

The following are observed as paid holidays for those employees scheduled to work:

Saturday before Easter
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
December 24, 25
December 31, January 1

When a paid holiday defined above falls on a day when the Library is closed, either the previous or the next Library business day may be treated as the holiday and the Library closed.

To receive pay for an observed holiday, the employee must work the day before and the day after the holiday, if scheduled to work, unless prior arrangements have been made. Library Managers will ensure that the Library is adequately covered. Employees will lose paid Holiday Time if they call in sick either the day before or the day after a paid holiday.

Affiliates of the Superior District Library may close up to three hours early one day from the second Saturday of December through the second Saturday of January for staff holiday celebrations.

Funeral Leave

Permanent employees may take up to 5 days funeral leave for a death in the immediate family. The immediate family is defined as consisting of domestic partner, parents, children, siblings, sons-in-law, daughters-in-law, grandparents, grandchildren, domestic partners' comparable relatives, or other relatives living in the household. In other cases, funeral leave can be charged against vacation time.

Military Leave

Members of the U.S. Armed Forces and the Michigan National Guard will be granted military leave when called to active duty. The employee will be paid compensation in the amount equal to the difference between military pay and Library pay if his/her military pay is less than regular earnings from the Library. Upon return a position is guaranteed.

Leave of Absence

With the approval of the Director, an employee may be granted an unpaid leave of absence, for a maximum of 12 months, for educational or other approved purposes. Upon return a position is guaranteed.

Working Conditions

Work Schedule

The normal work week for a full-time permanent employee, professional or clerical, is 30+ hours. A normal work week is 5 days.

Part-time employees work less than 30 hours per week.

A work schedule for all employees shall be established to operate the individual libraries efficiently. All staff may be expected to work some evening and/or Saturday hours.

In emergencies, the Director may assign staff to different locations.

Meals and Breaks

In libraries which normally have one employee on duty at a time, paid lunch time and breaks may be taken as time allows.

In libraries which normally have multiple employees on duty daily, employees working half a day are entitled to one 20-minute break. Employees working a whole day are entitled to two 20-minute breaks. Employees working more than 6 hours are expected to take an unpaid meal break of 1 hour.

Dress Code

The standard of dress shall be “business casual.” This standard is relaxed on authorized casual days. Any employee appearing for work in apparel unsuitable for the workplace will receive a verbal reprimand and may be sent home to change. Continued violations of this policy may result in disciplinary action up to, and including, discharge.

Weapons

In order to provide a safe working environment for employees and patrons, Superior District Library prohibits employees from possessing lethal weapons or weapons which may inflict personal injury, including pepper spray or other self-defense-type chemical agents, in the facilities or while on duty. Superior District Library also prohibits employees from storing lethal weapons or weapons that may inflict personal injury in vehicles under their control parked at the facilities.

Any employee who engages in violence, bringing in prohibited weapons, fighting, loud arguing, or similar actions, is subject to disciplinary action, including and up to immediate discharge.

Any employee engaging in violence against the District Library, its employees, or its property will be prosecuted to the full extent of the law.

Building Temperature

It is the responsibility of the Library Manager to maintain the temperature in the library's buildings at a reasonable level. If the inside temperature falls outside a reasonable range, the Library Manager may evaluate the situation to determine if the individual libraries should be closed.

Nepotism

Immediate family members of staff shall be eligible to work for the Superior District Library, with the exception of family members of the Superior District Library Director and Board of Trustees. The immediate family is defined as consisting of domestic partner, parents, children, siblings, sons-in-law, daughters-in-law, grandparents, grandchildren, domestic partners' comparable relatives, or other relatives living in the household.

Adopted December 18, 2014 – Effective January 1, 2015

Anti-Harassment Policy: Amended January 22, 2015

Interns Policy: Adopted January 22, 2015

Paid Holidays Policy: Amended January 22, 2015

Recruitment Policy: Amended June 25, 2015

Paid Holidays Policy: Amended October 27, 2016

Employee Leave Time – Sick Time: Amended July 27, 2017

Nepotism: Amended September 28, 2017

Sick Leave: Amended July 26, 2018

Paid Holidays – Staff holiday celebrations added: Amended December 17, 2019

Employee Leave Time – Sick Time – Emergency Sick Leave added: Amended February 27, 2020

ESTA and Minimum Wage Policy Revisions: Amended January 22, 2025

END OF EMPLOYMENT POLICY

The purpose of this policy is to identify the processes that are necessary at the time an employee terminates employment with any Superior District Library location. The policy applies to all employees including full-time, part-time, permanent and substitute employees. Employees may terminate their employment with the Superior District Library at any time, following the guidelines and restrictions below. In addition, the Superior District Library may terminate an employee's employment at any time. When an employee is separated from employment for any reason the Manager of their primary library of employment has the responsibility to communicate the separation to Human Resources, the District Director, and other appropriate departments to ensure that the procedures of this policy are followed. The Board has officially

delegated to the Superior District Library Director the authority to hire, fire, promote, demote, supervise, and discipline all Library staff, and to carry out all duties normally associated with a Library Director, including delegation of these responsibilities to individual library managers and staff.

This policy applies to resignations, terminations and retirements of Superior District Library employees. Some of these steps may be applicable to transfers or employees on leave of absence.

Procedure

I. Notice Requirements

Employees who resign from any Superior District Library affiliate are responsible for providing appropriate written notice of their intent to resign. The notice establishing the end of employment date must be presented to their supervisor and copied to the District Director. If the notice of intent to resign is given verbally to the supervisor or the Director, the employee must also follow up with a written resignation given to the supervisor and copied to the District Director. Once received, the Manager will confirm the acceptance of the resignation in writing.

Notice requirements:

- Hourly paid employees are required to give at least a two week working notice.
- Department Heads are required to give at least four weeks notice.
- Salaried employees and Managers are required to give at least a two months working notice.
- The Director is not required to allow an employee to rescind a resignation, whether given verbally or in writing, once the resignation has been accepted.
- If an employee provides less notice than is required, any unpaid vacation time or sick time will be taken as payment of the short notice, and the employee may be deemed ineligible for rehire.

A Manager faced with an employee desiring to rescind a resignation should consult with the Director to discuss options.

II. Termination of Employment

Facts and circumstances of each case will determine what action up to and including termination of employment is appropriate. An employee whose employment is terminated and who may present a potential risk to the business operations of the library will be directed to leave the location immediately. Decisions to terminate employment may be made in consultation with Human Resources.

III. Exiting Employees

When an employee ends employment with any Superior District Library affiliate, the Library Manager of that library is responsible for the following steps. These steps should be completed the last day of employment for voluntary separations and at the time of termination for involuntary separations:

- Initiate the termination documentation by submitting the information to the Director and the HR Manager.
- Contact the Director and the HR Manager to coordinate removal of access to the library's systems and services.
- Employees may not delete files, email, or other documents off of their computer prior to departure.
- Must return all outstanding books and materials to the library and pay any fees owed.

Superior District Library's systems and services are intended for business activity, and must be protected against activity that does not represent the business interest of the District. Systems and services may include but are not limited to local area networks, dial-in network access, shared file space, e-mail and various departmental, employee, financial and patron information systems and applications. If a business need exists, the Manager may coordinate with Director to set up an auto-response to notify sender how to direct the email traffic.

Library employees who are terminated or laid off may file claims with the Michigan Employment Security Commission to determine eligibility for benefits.

IV. Separation Process Checklist

- Retrieve any Superior District Library property such as: name badges, keys, credit cards, library equipment or supplies, uniforms, computer equipment (make arrangements to retrieve any VU equipment that may be at home or off-site), telephone, etc.
- Make sure all paperwork related to any outstanding projects is turned over to the supervisor.
- Contact HR Manager to remove signature authority.
- Discuss and make arrangements with the employee for the disposal or collection of any Superior District Library information or library Licensed Software that they may have in his/her possession (i.e. Alternative Work Arrangement agreements).
- Change voice mail messages.
- Arrange for removal of account or access information from computers.
- Exit interviews will be scheduled with the HR Manager for voluntary separations.
- Cancel or exchange memberships and/or subscriptions as necessary.
- Explain that continuation of benefits for things like insurance through (COBRA) are not applicable for departing staff.
- Contact Human Resources for a Notice of Separation.

V. Payout Requirement

Resignation

Resignations are to be submitted in writing to the Director, in addition to a written report on uncompleted or on-going projects.

An individual resigning with less than 10 years of service will be paid for accumulated vacation leave.

An individual resigning with 10 or more years of service will be paid for:

1. Accumulated vacation time; and
2. 50% of accumulated sick leave.

These benefits may be paid over a period of 5 months. Life insurance may be continued with the individual paying the Library annually for the cost.

When an employee with 10 or more years of satisfactory work performance terminates employment because of mental or physical inability to do the work, he/she will be paid for 50% of accumulated sick leave. The individual will also be paid for accumulated vacation leave. The benefits may be paid over a 5-month period of time.

Dismissal

Employees may be dismissed for cause, by the Director. The Director may be dismissed for cause, by the Board of Trustees. A staff member charged with a criminal offense may be suspended with pay, pending disposition of the case.

Termination Without Prejudice

Any employee who has been on leave of absence for over 12 months shall be terminated from the service of the District without prejudice. Any such employee rehired after 12 months shall be considered a new hire.

Retirement—Full-time Employees

Procedures:

1. The employee shall give required written notice in advance of the retirement date.
2. The employee is responsible for informing the Municipal Employees Retirement System of the impending retirement and shall follow MERS rules and guidelines.
3. The retiree shall provide a written report on uncompleted or ongoing projects.

Benefits:

1. The retiree shall receive compensation for 50% of accumulated sick leave, which may be paid over a 5-month period.
2. Accumulated vacation time shall be paid to the retiree as of the date of retirement and may be paid over a 5-month period.
3. Life insurance through the Library may be maintained by paying the District annually for the cost.

Retirement—Part-time Employees

Procedures:

1. The employee shall give written notice 4 weeks in advance of the retirement date.
2. The retiree shall provide a written assessment of the position and give recommendations on the future direction of the position.

Benefits:

1. The retiree shall receive compensation for 50% of accumulated sick leave, which may be paid over a 5-month period.
2. Accumulated vacation time shall be paid to the retiree as of the date of retirement and may be paid over a 5-month period.

Please review [the SDL Personnel Policy](#) as a resource for any clarification or assistance in the administration of this policy. Employees will not receive payment for unused comp time or Personal Days. Employees must actually be at work in the library on their last day of employment.

Employees will not receive their final paychecks until all terms and conditions are met.

It is advisable to establish a department central e-mail address to respond to time sensitive business contacts.

VI. Insurance

Insurance for departing employees will terminate at the end of the month of their last actual work date. COBRA is not an option for departing employees.

This policy is intended as a guideline to assist in the consistent application of Superior District Library policies and programs for employees. The policy does not create a contract implied or expressed, with any library employees who are employees at will. Superior District Library reserves the right to modify this policy in whole or in part, at any time, at the discretion of the library Board, with input from the Director.

Approved 03/02/23; Revision Approved 03/24/23; Revision Approved 01/22/25