

SECTION IV Management & Personnel Policies

Voluntary or Involuntary Terminations

Approved by Board of Trustees, 05/06/2009

Upon retirement, resignation or discharge the staff member shall receive compensation for any unused and/or accrued vacation time due. If an employee terminates service or is discharged by the Library, accumulated sick leave will not be compensated.

C. **REMOVAL & TERMINATION:** The Library Trustees shall discharge or remove employees upon receipt of evidence constituting malfeasance, misfeasance, inefficiency in office, incapacity or unfitness to perform said person's duties. Prior to such discharge or removal, the Trustees shall prepare a statement explaining the grounds for removal or discharge, signed by the majority of the Board. Such notice shall be given to the employee not less than 15 calendar day nor more than 30 calendar days prior to the discharge or removal effective date. Upon receipt of said notice and within 30 calendar days thereafter, but not otherwise, the employee may request a public hearing. If such request is made, the Library Trustees shall hold a public hearing on such discharge or removal. The hearing shall be held not more than 30 calendar days after receipt of the request for the hearing, and the Trustees, upon due hearing, shall find good cause for the discharge or removal of the employee, they shall order the employee's discharge or removal from office. There shall be no change in salary of such person during the proceedings for discharge or removal until the final effective date of the order for discharge or removal in accordance with RSA 202-17 (See Appendix 21).