



Policy on Funding Staff Termination Expenses Incurred by Associations

The association is the employer of county and district law library staff. LibraryCo provides funding to associations for the operating expenses of law libraries.

Termination of staff may result in significant expenses for the employer. These expenses are extraordinary and not part of the day to day operating funds provided by LibraryCo.

If an association anticipates that it will need to seek a supplementary grant from LibraryCo to pay for part or all of the expenses associated with the termination of an employee LibraryCo expects:

1. The association will advise the Board General Manager of LibraryCo in writing immediately of any staff performance issue or other circumstances that may result in termination as a consequence.
2. The association, in consultation with the Board General Manager of LibraryCo, will evaluate the merits of its position and obtain human resources or legal advice as necessary.
3. The association will work co-operatively with the Board General Manager of LibraryCo to minimize the employer's costs exposure associated with a staff termination.
4. The association will follow LibraryCo's policy on new staff training.

LibraryCo considers all requests for supplementary grants on a case by case basis. LibraryCo cannot authorize every request for a supplementary grant. LibraryCo requires compliance with this policy as a pre-requisite to the consideration of a request for a supplementary grant for costs associated with the termination of an employee by an association.

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